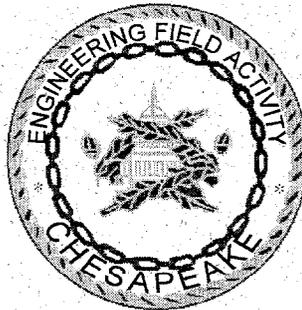


00609

Community Relations Plan
for
Former Naval Surface Warfare
Center—White Oak/
Federal Research Center
at White Oak
Silver Spring, Maryland



Engineering Field Activity Chesapeake
Naval Facilities Engineering Command
Contract No. N62467-94-D-0888
Contract Task Order 0804

April 2003



TETRA TECH NUS, INC.



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Doc. #: WJ 0004

PITT-04-3-019

April 7, 2003

Project Number 4009

Mr. Walter Legg
Engineering Field Activity Chesapeake
Code CH32 EV
1314 Harwood Street, S.E
Washington Navy Yard, D.C. 20374-5018

Reference: Clean Contract No. N62467-94-D-0888
Contract Task Order No. 0804

Subject: Community Relations Plan
Former Naval Surface Warfare Center (NSWC) White Oak
Silver Spring, Maryland

Dear Walter:

Enclosed are 2 copies of the revised Community Relations Plan for the former NSWC White Oak. The report has been revised to address the comments of the BRAC Clean-up Team (BCT). Copies have also been forwarded to the BCT members identified below.

Please feel free to contact me at (412) 921-7134 with any comments or questions regarding the information submitted.

Very truly yours,

Scott A. Nesbit, P.E.
Project Manager

SAN/kf
Enclosures

- c: Bruce Beach, USEPA Region III (2 copies)
Mark Callaghan, MDE
Steven Richard, GSA
Bob Ridgway, GSA/Identix
Scott MacEwen, CH₂M Hill
Roger Boucher, EFANE (w/o enclosures)
John Trepanowski, TtNUS
Admin Record
Project File – 4200

Rev. 4
04/01/03

**COMMUNITY RELATIONS PLAN
FOR
FORMER NAVAL SURFACE WARFARE CENTER—WHITE OAK/
FEDERAL RESEARCH CENTER AT WHITE OAK
SILVER SPRING, MARYLAND**

**COMPREHENSIVE LONG-TERM
ENVIRONMENTAL ACTION NAVY (CLEAN) CONTRACT**

**Submitted to:
Engineering Field Activity Chesapeake
Environmental Branch, Code CH32 EV
Naval Facilities Engineering Command
1314 Harwood St, SE
Washington Navy Yard, DC 20374-5018**

**Submitted by:
Tetra Tech NUS, INC.
600 Clark Avenue, Suite 3
King of Prussia, Pennsylvania 19406-1433**

**CONTRACT NUMBER N62467-94-D-0888
CONTRACT TASK ORDER 804**

APRIL 2003

PREPARED UNDER DIRECTION OF:

APPROVED FOR SUBMISSION BY:

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1.0 INTRODUCTION

This Community Relations Plan (CRP) identifies community concerns regarding the former Naval Surface Warfare Center - White Oak (NSWC-WO) [now known as the Federal Research Center at White Oak (FRC WO)] and its Installation Restoration Program (IRP) in Silver Spring, Maryland. Throughout this document, the former name, NSWC-WO, will be used to discuss past, ongoing, and future clean-up activities.

The CRP outlines the community relations activities that the Navy has conducted and plans to undertake to inform the public about hazardous waste clean-up efforts at NSWC-WO. The CRP includes background information, a discussion about the environmental issues that exist, a description of how the public perceives these issues (based on interviews conducted in the fall of 1997 and the spring of 2002) and the NSWC-WO efforts to address them, and a presentation of the ways the NSWC-WO proposes to respond to the public's concerns.

Section 1 of the CRP is the introduction. Section 2 describes the Navy's IRP generally, as well as the program at NSWC-WO specifically. Section 3 reviews background information describing the community around NSWC-WO and identifies concerns articulated during the 1997 and 2002 community interviews. The objectives and methods of implementing the community relations program are discussed in Section 4, and Section 5 is a summary of the responsibilities and timing for carrying out the community relations effort. Several appendices are included to clarify or support the main portions of this document:

Appendix A	Acronyms and Glossary
Appendix B	Non-Time-Critical Removal Action and Remedial Investigation/Feasibility Study Process Comparison
Appendix C	Key Contacts and List of Interested Parties
Appendix D	Public Information Repository and Locations for Public Meetings
Appendix E	Documentation for Establishing the Technical Review Committee and Restoration Advisory Board
Appendix F	Community Relations Plan Questionnaire

The IRP requires development of a CRP. The CRP is part of the public's right to be aware of the presence and extent of hazardous waste and to participate in reviewing plans to address the contamination. The immediate community includes businesses and residential areas (single-family, condominiums, and apartment buildings) surrounding NSWC-WO and the U.S. Army Research Laboratories' Adelphi Center to the southeast. The Navy provides information to the surrounding

community through its offices at Naval Engineering Field Activity-Chesapeake (EFACHES), located in southeast Washington, D.C.

The principal purpose of this CRP is to provide information about NSWC-WO to the community and to identify various strategies to enhance communication among EFACHES, the surrounding community [using the Restoration Advisory Board (RAB)], the U.S. Environmental Protection Agency (EPA), the Maryland Department of the Environment, and the U.S. Army and the General Services Administration (GSA) (the current property owners). This plan outlines measures to inform the public and federal and state agencies about current and upcoming site activities, to encourage comment and response on those activities, and to identify a central point-of-contact for inquiries about those activities.

A list of acronyms and a glossary of some of the terms used in the CRP are included in Appendix A.

2.0 WHITE OAK INSTALLATION RESTORATION PROGRAM

This section describes NSWC-WO's location and its history, the history of the IRP, and past and present IRP activities.

2.1 WHITE OAK LOCATION AND DESCRIPTION

The NSWC-WO/FRC WO is located on 710 acres in Silver Spring, Maryland, east of Maryland Route 650 (New Hampshire Avenue), approximately 1 mile north of the Beltway (see Figure 2-1). The easternmost portion of the facility is located in Prince George's County, and the rest is located in Montgomery County. Nearly 635 acres are undeveloped. Most of the larger buildings are located on the western portion of the facility near the front gate and New Hampshire Avenue.

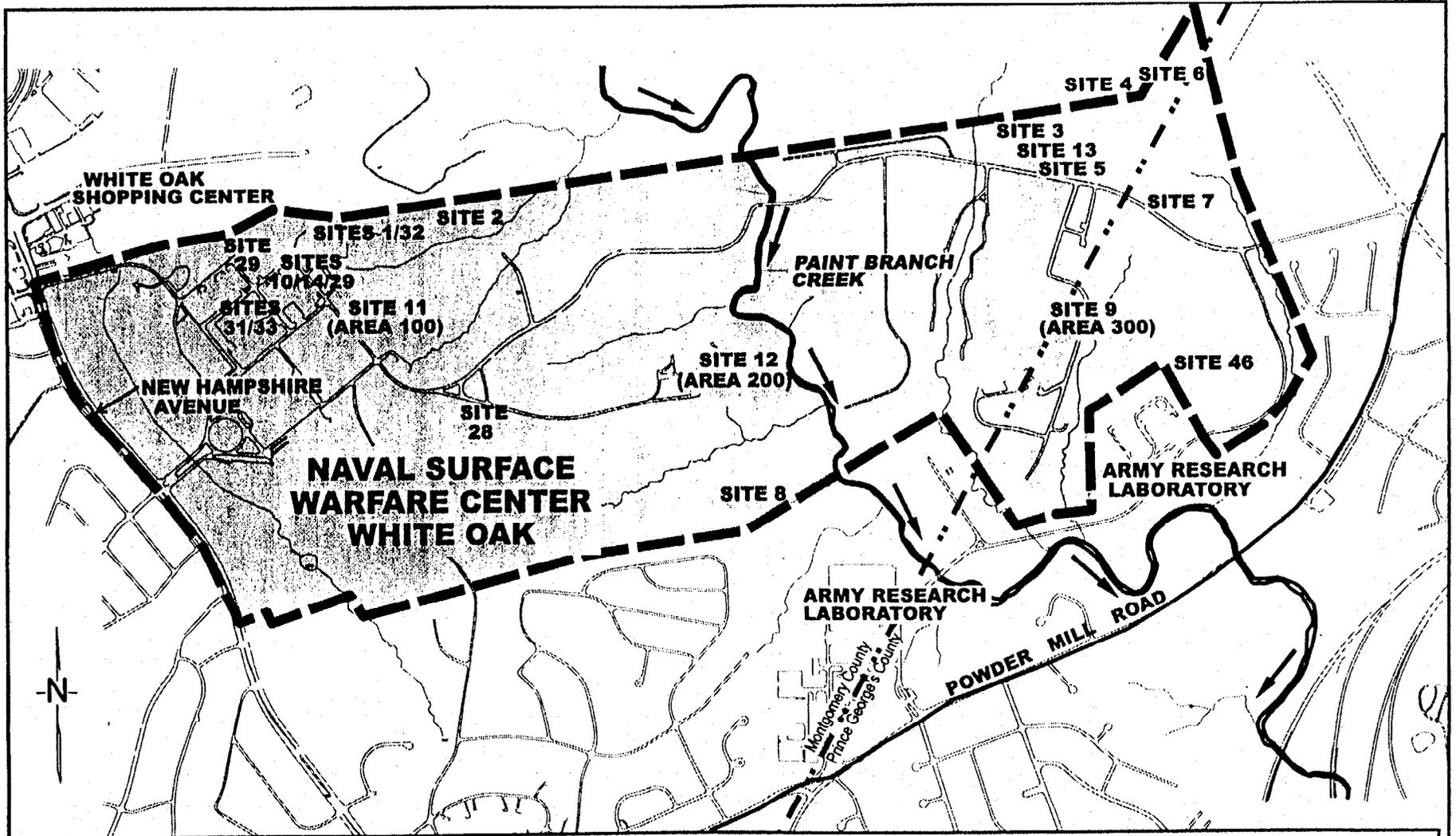
2.2 WHITE OAK HISTORY

In 1946, the Naval Ordnance Laboratory moved to NSWC-WO from the Washington Navy Yard. To accomplish its mission, the laboratory conducted research, development, and evaluation of the Navy's underwater mine systems; magnetic fields reduction technology for ships; explosive technology; materials research; fuzing for projectiles and bombs; battery technology; strategic systems for the Navy's first strategic missiles; and hypervelocity wind tunnel, hydroballistics, and hydroacoustic testing.

To support these activities, the laboratory operated administrative and technical offices; laboratories and environmental test facilities; machine, plating, carpenter, and print shops; and a photographic laboratory. The laboratory also maintained a full-service public works department. These facilities were in turn supported by an infrastructure that included heating plants, fuel oil distribution and containment, electrical transformers, wastewater treatment, and pest control.

In 1995, NSWC-WO was included on the list of military facilities slated for closure under the Base Realignment and Closure Act (BRAC IV). The mission terminated in January 1997; operations ceased in July 1997. The GSA took possession of 662 acres, and the remaining 48 acres were turned over to the U.S. Army. Although no Navy presence is evident at the NSWC-WO, the Navy retains responsibility for ensuring that any Navy-generated hazardous waste on the property is addressed in compliance with federal and state requirements.

Since the first interviews were conducted, GSA has leased its portion of the White Oak property to the Food and Drug Administration (FDA) for use as a research facility. FDA is currently in the process of constructing new buildings on the property and will relocate approximately 6000 employees to work at



LEGEND

-  STREAM CENTERLINE
-  NSWC-WO PROPERTY LINE
-  STREAM FLOW

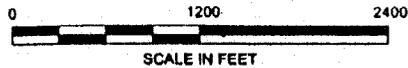


FIGURE 2-1
AREA AND SITE LOCATION MAP
NAVAL SURFACE WARFARE CENTER-
WHITE OAK

White Oak. During the course of the 2002 interviews, this relocation and the associated new construction proved to be the cause of most of the interest or concern that the surrounding community may have about White Oak.

2.3 WHITE OAK'S INSTALLATION RESTORATION PROGRAM

In 1995, the NSWC-WO was selected for closure on the BRAC IV list. The mission termination date was January 1997, and operations ceased in July 1997. In October 1997, GSA took possession of 662 acres at NSWC-WO and has leased part of that property to FDA for use as a research facility. The Army took possession of the remaining 48 acres in February 1998.

The NSWC-WO BRAC Clean-Up Team (BCT) was established in 1995. The BCT consists of representatives from the Navy, MDE, and EPA. GSA routinely attends meetings and participates in relevant discussions, as an adjunct member of the BCT. The members of the BCT work together to address the cleanup of the various sites at White Oak efficiently and in compliance with state and federal regulations. For more information on the clean-up activities at White Oak, refer to the Base Clean-Up Plan located in the information repositories (see Appendix D).

3.0 COMMUNITY BACKGROUND

The target community for this CRP is White Oak. This section of the CRP describes the target community and its involvement with the NSWC-WO base. Community interviews were conducted in October 1997 and again in the spring of 2002 to better understand the best way to get information to the community about environmental activities at NSWC-WO. The interviews are discussed in Section 3.4, and the plan that was prepared in response to those interviews is included as Section 4. A copy of the questionnaire used to conduct the interviews is provided as Appendix F.

3.1 COMMUNITY PROFILE

The NSWC-WO facility property is bounded by Silver Spring and Beltsville (neighborhood areas of White Oak, Hillandale, Burnt Mills, Powder Mill, Montgomery Industrial Park/Westfarm Technology Park, Adelphi, Knollwood, and Maryland Farms) straddles Montgomery and Prince George's Counties. The following paragraphs provide demographic information for Montgomery and Prince George's Counties.

For Montgomery County, according to the Population and Household Profiles of the Eastern Montgomery County Master Plan Areas (White Oak section), published in May 1995 by the Maryland-National Capital Park and Planning Commission (based on the 1990 census), the typical adult resident of White Oak is in his late 20s to 30s, college educated, married, with one child. According to the United States Census Bureau, in 2000, median household income exceeded \$62,000. The area's racial composition is 64.8 percent white, 15.1 percent black/African American, 0.3 percent American Indian/Alaska native, 11.3 percent Asian, and 5 percent other. The value for native Hawaiian/Pacific Islander was not given but was greater than zero. According to the Census Bureau, 3.4 percent listed themselves as other. People of Hispanic origin, who may be of any race, represent 11.5 percent of the area's population.

For Prince George's County, according to the Maryland-National Capital Park and Planning Commission, Prince George's County Planning Department, March 2000 (an Internet website), the typical resident is 25 to 45 years of age and is a high school graduate. The typical household consists of a married family with one child and a median income of \$51,100 (1998). The area's racial composition is 62.7 percent black or African American, 27 percent white, 0.3 percent American Indian/Alaska native, 3.9 percent Asian, 0.1 percent Native Hawaiian and other Pacific Islander, and 3.4 percent other. According to the Census Bureau, 2.6 percent reported themselves as other. People of Hispanic origin, who may be of any race, represent 7.1 percent of the area's population.

3.2 CHRONOLOGY OF COMMUNITY INVOLVEMENT

The principal means of communicating with the community is the RAB, which is discussed below. Other means of communication have been varied and are also discussed below.

Restoration Advisory Board

NSWC-WO established the Technical Review Committee (TRC) in March 1989. TRC members at that time included Navy representatives from NSWC-WO and EFACHES, representatives of EPA, the Maryland Department of the Environment, and Montgomery County, and a retired Navy Captain from the Hillandale Citizens' Association. The TRC was expanded to a RAB in October 1995. Community participation was actively solicited through notices placed in the Silver Spring Gazette, the Prince George's Journal, and the Burtonsville Gazette.

RAB meetings are held every 3 months. In addition, members of the BCT meet with the RAB community co-chairs once between each RAB meeting to provide an update on site activities. The Navy uses these meetings as a forum for providing information on the status of environmental activities at NSWC-WO and also as an opportunity to hear community concerns about those activities. RAB members are also given the chance to review the various reports that are prepared to document environmental activities. The RAB serves as an excellent means for two-way communication between the Navy and the community.

The RAB co-chairs regularly attend the meetings of another community group, LabQuest. LabQuest comprises a group of citizens involved with the FDA construction activities and their impact on the surrounding community. LabQuest members receive information on such topics as the FDA construction plans and schedules. The RAB co-chairs provide the LabQuest members with updates on the status of environmental clean-up activities at White Oak.

Community Outreach

NSWC-WO developed ways to promote positive interaction between civilian and military communities working toward a common goal. This goal was achieved through several mechanisms:

- NSWC-WO participated in an adopt-a-school program, inviting exchange students to work and learn at the facility's laboratory; NSWC-WO staff also tutored at local schools.
- NSWC-WO provided facilities to the U.S. Navy Band for concerts to which the community was invited.

- NSWC-WO held numerous "open houses" enabling the community to learn about its mission and the various activities that occurred at the base.
- The NSWC-WO base maintained a golf course that was later opened for public use.

These activities by the Navy were ceased following closure of the base and transfer of the property to GSA and the Army.

Fact Sheets/Informational Handouts

RAB fact sheets are generated and distributed to inform the community of IRP activities at NSWC-WO. Fact sheet and informational handout subjects are listed below. These fact sheets can be found in the information repository.

- The Restoration Advisory Board, November 1995
- Site 8, August 1996
- Notice of Environmental Clean-Up, August 1996
- Closure of Permitted Hazardous Waste Storage Buildings, September 1996
- Sites 9 and 10, September 1996
- Proposed Plan for the Installation Restoration Program, Sites 2, 3, 4, 7, 8, 9, and 11
- Sites 1 and 2, May 2000
- Site 3, May 2000
- Operable Unit 1, May 2000
- Site 8, May 2000
- NSWC White Oak, May 2000
- Site 11, May 2000
- Site 4, May 2000

Notices

The Navy often places notices in five local newspapers, the Washington Post (local editions), the Burtonsville Gazette, the College Park Gazette, and the Silver Spring Gazette, to announce events that the community should be aware of. Notices of RAB meetings are published in these papers. The Navy also announces public comment periods and public meetings regarding those comment periods in the paper.

Public Meetings

Three public meetings have been held regarding the environmental investigations at the facility. Five Proposed Plans have been issued in the past 2 years, and meetings were held for each in order to present the plans and answer any questions. One meeting was held on April 17, 2001 for OU-2, a meeting for Site 11 Soil and Site 8 was held on February 6, 2002, and a meeting for Site 28 and Site 47 was held on October 8, 2002. For Site 11 Soils and Site 8, the BCT held an additional public meeting in the home of a concerned community member whose property is adjacent to Site 8. The neighboring residents were invited to attend this meeting and were given the opportunity to ask questions specifically about the impact of the Site 8 Proposed Plan on their properties.

Tours/Open Houses/Sites Walked

- The TRC went on a bus tour of the base at the July 19, 1995 meeting.
- RAB member tours occurred on December 1 and December 19, 1995.
- The RAB landfill subcommittee toured the Navy Bainbridge Training Facility in Bainbridge, Maryland on July 22, 1996. They toured the facility to learn about capping landfills.
- An open house was held January 27, 1996 to answer questions regarding the Draft Environmental Impact Statement written for the GSA regarding consolidation of the Food and Drug Administration operations at the NSWC-WO facility.
- RAB subcommittees walked the base sites numerous times from 1995 through 1997.
- RAB members walked along the Paint Branch in December 1996.
- RAB and interested community members went on a bus tour of the base on May 18, 2000.
- RAB member tour on January 9, 2001.

3.3 KEY COMMUNITY CONCERNS

3.3.1 1997 Interviews

In an effort to identify concerns community residents have about environmental activities, and to aid the Navy in developing strategies for addressing these concerns, community members were interviewed for

their input. During September and October 1997, a preliminary list of interviewees was formulated with the assistance of RAB members, active community residents, and the NSWC-WO base staff. This list consisted of a diverse selection of individuals who live, work, or represent stakeholders in the surrounding area. Approximately 30 people were telephoned to request their participation in the NSWC-WO public outreach interviews. Many were interested in the ongoing environmental activities at NSWC-WO and agreed to participate in one-on-one interviews. From September 22 to October 8, 1997, community interviews took place at the NSWC-WO facility and at businesses and residences. Fifteen community members were interviewed, 11 in person. Due to schedule conflicts, the remaining four individuals were interviewed by telephone. The interviewees consisted of local residents, a local political figure who lives in the neighborhood, the priest at a local church, an employee of a commercial business that borders the base property, the director of a local nonprofit organization that has interacted with the base in past years, the manager of an apartment complex that borders the base property, a retired base employee, an individual representing a neighboring research laboratory, and two representatives of government organizations that would occupy the base property following base transfer. Three of the interviewees were women and 12 were men, and the age range was from approximately 30 to 65 years. Ten of the interviewed individuals have lived in the community from 8 to 42 years, and the remaining five work in the White Oak area.

An analysis of the responses revealed a number of key concerns, including human health issues, the potential spread of contamination and its effect on the environment, the potential for contamination from other sources (off base), public awareness, base closure and transfer issues, potential impact on real estate values, adverse publicity for the neighborhood, transportation issues, and timeliness of the cleanup. In addition, approximately one-half of those interviewed were knowledgeable or somewhat knowledgeable of the mission of the base. The other half knew very little or had no idea of the base mission activities. Interviewees first became aware of the environmental activities and issues at the base in the mid-1990s, when the base made the BRAC list, and later when the base property transfer was announced.

Human Health Issues

All interviewed individuals categorized human health issues as an important concern. Groundwater contamination (TCE) was a specific concern for those households with drinking water wells. Additionally, some felt that the Navy should have tested all neighboring home areas for potential groundwater contamination. Interviewees requested that, when TCE levels have been identified, the data be released to the community for review.

Two homes downgradient of NSWC-WO drew their water supply from private well at the time of the first interviews. While repeated sampling of the two wells did not indicate that their use generated any risk to

human health, the Navy provided connections to the public water supply system for both residences, and the wells were closed. A third residence nearby also draws water from a private well, but that well does not draw water from the same aquifer. The Navy concurs that households whose drinking water wells may be affected by contamination emanating from NSWC-WO should be informed about the potential impact to their water supply.

The Navy is currently conducting an investigation to identify the source(s) of contamination that may be adversely impacting any properties adjacent to NSWC-WO.

It is Navy policy to inform the home-owners of the test results collected on their property but allow them to retain that information as private. Further dissemination of these data to others is the decision of the home-owner and not the Navy.

Spread of Contamination

All interviewees were concerned with the potential spread of contamination. It was suggested that a separate forum be established to address cleanup of sources that have spread off base (through stream or groundwater transport). This forum would encompass the anticipated spread of contamination from both Navy and Army locations. As mentioned above, the spread of contamination into the groundwater was a concern of many individuals, specifically for those households using wells as their private drinking water supply.

Contamination from Other Sources

A majority of interviewees viewed contamination from other sources as an important area of concern. The only known source for contamination outside the base property would be the U.S. Army Research Laboratory. A few individuals were aware of the possibility of other contamination originating from the Army base. The Army has participated in RAB meetings, addressing questions from the community and has worked with the Navy to identify potential sources of contamination that might migrate into the neighboring community. The Navy and Army need to work together to resolve the off-base spread of contaminants.

In 1996, the Navy began regular discussions with personnel from the Army Research Laboratory (ARL) about the potential impact of contamination originating from DoD property (either NSWC-WO or ARL) on neighboring properties. In addition, ARL has been represented on the NSWC-WO RAB since it was established in 1996. The Navy and the Army have worked together to resolve issues related to off-site impacts of contamination to neighboring properties since that time.

Public Awareness

Approximately one-half of those interviewed expressed a desire to be better informed about the clean-up activities at NSWC-WO. Two individuals were unaware of the IRP and the clean-up activities currently underway at the base. A couple of interviewees requested prior notice of explosion-type activities that might alarm the surrounding community. Another individual requested that those community clusters not represented by a neighborhood association be kept informed of base environmental activities.

The Navy has built a basic mailing list; additions are continually sought. RAB meeting notices were amended to solicit additional names for the list. The Navy also utilizes newspapers (i.e., the Silver Spring Gazette, the Burtonsville Gazette, and the Washington Post) to solicit attendance at RAB meetings and open houses. A point-of-contact is also provided for IRP questions.

Base Closure and Transfer

One-third of the interviewees rated base closure and transfer as an important issue. All those interviewed wanted the base to be reused and the community to prosper from the transfer. Some mentioned that the NSWC-WO location was well suited (location and space) for the GSA and for providing new jobs for the local community. Concern was expressed about how the reuse might affect the community and the environment. From an environmental perspective, one individual requested that property not used by GSA be reverted to its original state (no mowing), that caution be taken not to deplete any existing forest during new development, that caution be taken with the stormwater management system during construction, and that the potential environmental concerns (potential contamination of pond sediment) of the golf course be evaluated after it is transferred to the National Capital Park and Planning Commission.

The transfer of NSWC-WO from the Navy to the GSA was completed on October 18, 1997, but the Navy retains the responsibility for ensuring that Navy-generated hazardous waste management issues are addressed. The RAB is the forum the Navy created to ensure that the community is involved in decisions concerning this clean up; representatives from the Public/Private Partnership have been actively involved in RAB meetings. However, concerns about environmental issues related to ongoing site activities (such as no mowing) are now outside the Navy's jurisdiction because of the transfer and should be directed to GSA. EFACHES will provide a copy of the CRP to GSA.

The golf course pond was tested and found not to present any significant risk.

Real Estate

All interviewees, especially those bordering the base, viewed the impact of the base contamination on real estate values to be important. Residents were concerned about resale prices of their homes, since they are required to disclose information about potential contaminants near or on their property to potential buyers. The commercial business interviewee was curious about any potential impact the clean-up activities and contamination might have on his bordering property, which is slated for redevelopment.

The Navy understands the concern of owners of property abutting NSWC-WO. However, the Navy has no knowledge of contamination that has migrated off base that could directly impact soil on adjacent properties. The Navy is aware, however, that contaminated surface water is present within two streams off base; and the Navy has tested this surface water and will continue to test it. The testing has determined that the contamination does not present any significant risk to human health. The owners of the property that abut the streams have been kept informed of test results. In addition, the Navy has taken steps to mitigate the surface water contamination through the installation and operation of groundwater and surface collection and treatment systems.

The only other people who would be potentially impacted are those who would use the groundwater as a source of drinking water. As noted above, the Navy has identified the only known existing private well and it draws water from a different aquifer.

Adverse Publicity

Most interviewees felt that adverse publicity about the base transfer and base contamination could affect them personally. One individual felt that the public needed education/clarification on the other forms of potential hazards such as lead paint and friable asbestos. Clarification of the dangers of these sources would show the slim possibility of risk to base neighbors unless the material was ingested. Also, as described in the Real Estate summary above, neighboring community members were concerned about the negative message that "cleanup of contamination" might send and the impact it might have on the resale of homes.

The Navy is committed to ensuring that it meets its responsibilities for addressing the contamination issues it created. The BCP lists the various environmental concerns the Navy is addressing and contains a general schedule outlining when these issues will be addressed. A copy of the BCP has been placed in the White Oak Public library.

Transportation

Two individuals expressed concern about potential transportation issues when the base is transferred to GSA. It was suggested that a study be performed to determine the best methods of addressing any transportation issues that might occur. It was suggested that, because of the major influx of vehicles by GSA employees, car pooling and bus commuting be emphasized for employees.

The Navy has passed these concerns along to the GSA, which has promised to identify and address community concerns related to its ownership of NSWC-WO.

Timing of Cleanup

Concern was expressed by a few individuals that final cleanup of all the sites would not be completed until the year 2005. Also adding to their discontent was the government funding process and the restrictions it has placed on the environmental cleanup at NSWC-WO. Additionally, because of the bureaucratic process, it has taken the Navy too long to respond to questions asked by the community.

The Navy anticipates receiving all required funding for clean-up activities and long-term operating and monitoring at NSWC-WO. Funding is allocated among DoD bases nationwide based on the magnitude of health risk posed by contamination issues. Although the facility's presence can be unsettling and often inconvenient, the vast majority of the contamination presents no problem at NSWC-WO and is not a significant threat to human health.

Summary

In summary, interviewees felt that the NSWC-WO base had been a good community member. The many concerts, interaction with local schools, equipment donation to nonprofit organizations, provision of jobs, etc. made the base an asset to the community. Additionally, most believed the transfer to GSA would promote a fresh outlook for the community. Although most individuals on the mailing list were happy with the quality of information received in the past, it was apparent that the list needed to be expanded beyond the previously known housing clusters.

3.3.2 2002 Interviews

In 2002, the BCT conducted a small round of interviews to ensure that the efforts of the Navy to keep communication open are effective in addressing the concerns of the surrounding community. The interviewees included a RAB member, community members who had been directly impacted by the White Oak cleanup activities, a representative of the FDA union, and a community member who has become involved with White Oak through the LabQuest meetings.

This round of interviews showed clearly that the focus of the community has shifted from the environmental activities to the FDA relocation. Of those questioned about environmental concerns, only one person had a "minor concern" and that was that a new environmental risk would be found that would impact the timing of FDA construction. It is interesting to note that some who were interviewed only knew about the environmental investigation as a result of their involvement with or interest in the FDA relocation. All who were interviewed expressed confidence in the Navy's actions at White Oak and in the Navy's willingness to share all information with the community, and one interviewee even stated that the Navy "should be very proud" of the work it has done related to the cleanup.

Several concerns were listed during the interviews, but they were all directly related to the FDA construction. Every person who was interviewed was worried about the impact on traffic that this relocation will have because so many new employees will be coming through the area. The community is eager to hear any plans for dealing with the traffic. Some expressed concerns about the impact of the development itself on the environment. One interviewee expressed concern that a final reuse plan had not been shared with the community. This information has been shared with GSA and FDA so they can address these concerns.

4.0 COMMUNITY RELATIONS PROGRAM

Through the IRP, NSWC-WO has informed and educated the public about the environmental issues present at the facility. The CRP serves as a guide to improve communication between NSWC-WO and the nearby civilian communities. This plan is based on information obtained during community interviews, meetings, telephone calls, and from historic community interaction. The plan provides recommended activities to improve the information distribution to the community. The effectiveness of this CRP will rely on timely information distribution, feedback from the public, and the EFACHES response to community concerns.

4.1 GOAL AND OBJECTIVES

The goal of the CRP is to promote improved communication among the local community, military and civilian personnel, and elected and public officials. This goal is consistent with principal DoD base closure objectives: early interaction and cooperation with affected communities and provision for public interest.

To meet the goal of improved communication, the public must be informed of IRP activities and have an opportunity for input and comment. This goal will be met through several strategies, including site fact sheets and RAB meetings open to the public. The IRP fact sheets and other information are available for review at the information repository at the White Oak Public Library (see Appendix D). RAB meetings are scheduled every third month. Public comments will be received through RAB meetings. The public is encouraged to call RAB members (see Appendix C) to learn about the IRP or attend the RAB meetings themselves.

This CRP has been prepared in general accordance with the following guidelines:

1. The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Public Law 96-510), as amended, including Section 117 of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99-499, October 17, 1986).
2. EPA's Public Involvement in the Superfund Program (WH/FS-86-004) and CERCLA compliance with other environmental statutes [*Federal Register* 50(20):592859321].
3. *Community Relations in Superfund: A Handbook* (Office of Solid Waste and Emergency Response Directive Number 9230.0-3C, January 1992).

4. The National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

The CRP's principal objectives are to

1. Inform all participants in the IRP of the CRP and encourage their involvement.
2. Ensure the community that their health and safety and their environment are of primary importance to EFACHES.
3. Develop, maintain, and use, as necessary, an "interested parties mailing list" for information distribution. Encourage interested community members to be added to the NSWC-WO list.
4. Provide general information regarding the IRP and specific information concerning sites at critical stages in the clean-up process to members of the community. The information should be timely and expressed in non-technical terms.
5. Provide all interested members of the community the opportunity to review and comment on all IRP technical reports.
6. Provide all interested members of the community opportunities to present opinions and ideas during the IRP.
7. Provide the media with interviews, briefings, and requested information, as available, in a timely manner to ensure accurate coverage of the IRP.
8. Swiftly and effectively respond to expressed concerns of the community.
9. Provide a point-of-contact (see Appendix C) through whom all inquiries are directed to ensure continuity and reduce confusion.
10. Cultivate and maintain a cooperative and productive two-way dialogue with the community by assigning a proactive EFACHES representative to promote trust and understanding during the IRP.
11. Periodically review the CRP during the IRP process and revise it as needed.

NSWC-WO's community relations efforts focus on providing the community with accurate and timely information about findings and developments at NSWC-WO and on promoting community communication.

4.2 COMMUNICATION ACTIVITIES AND TECHNIQUES

Building and maintaining an effective communication network are important for successful community relations. Developing different communication techniques for several audiences and adapting these techniques according to changes in the public attitude are necessary to create and maintain public trust and participation.

NSWC-WO has identified a number of activities that will be undertaken to address the key community concerns identified in Section 3.0.

1. Use RAB meetings as a forum for keeping the community informed.

The RAB was established in 1995 to ensure that the community and other stakeholders and interested parties are aware of and involved in the IRP. One of the objectives of the RAB is to enhance the role of sources outside the BCT in providing input to the clean-up decision process as reviewers of technical documents and matters relating to the IRP.

2. Use Labquest meetings as a forum for keeping the community informed.

The RAB co-chairs routinely attend the Labquest meetings, where they provide those in attendance with updates about the environmental clean-up activities and gather questions and concerns to bring back to the RAB and BCT. Members of the BCT also attend these meetings, when possible, and are available to answer questions or provide information.

3. Publish notices of RAB meetings in the Silver Spring Gazette, Burtonsville Gazette, the College Park Gazette, and the Washington Post (Prince Georges County Extra and the Southern Montgomery County Extra).

To ensure adequate scheduling time for attendance by the agencies and the public, maximum advance notice is required. The notice for RAB meetings will be published in the Silver Spring Gazette, Burtonsville Gazette, the College Park Gazette, and the Washington Post (Prince Georges County Extra and the Southern Montgomery County Extra) 1 to 2 weeks prior to scheduled RAB meeting dates. During the 2002 interviews, the Navy learned of a neighborhood

newsletter that is published for the Hillandale development. Efforts will be made to include notices of meetings in this newsletter.

4. Hold public meetings during the comment period for Proposed Plans.

The Proposed Plan is a document, fulfilling the public participation requirements of CERCLA Section 117(a), that outlines alternatives for remediation of areas of the site and identifies the preferred alternative and the rationale for this preference. Proposed Plans provide the public with a 30-day comment period to offer comment on the preferred alternative. Public meetings are held during the comment period.

5. Publish notices of the public meetings.

To provide adequate scheduling time for the public to attend public meetings, maximum advance notice is required. The public comment period and meeting notices will be published in the Silver Spring Gazette, Burtonsville Gazette, the College Park Gazette, and the Washington Post (Prince Georges County Extra and the Southern Montgomery County Extra) 2 weeks prior to the public meeting.

6. Establish an information repository.

To provide the public with access to IRP information, current NSWC-WO IRP-related documents are placed in the White Oak Public Library. Appendix D identifies the information repository, with its telephone number and hours of operation. EFACHES will maintain this repository.

7. Distribute fact sheets.

Fact sheets are prepared to update the community on project milestones or major developments. The fact sheets are prepared in clear, concise language and sent to people on the mailing list.

8. Provide special briefings for local officials.

When people in the community have concerns or questions, they often call their local officials to obtain information or to register a complaint. EFACHES works to maintain good communication with local officials to keep them informed of ongoing activities. Appendix C contains a list of the local officials.

9. Establish mailing list.

Mailing distributions are made to all those on the interested parties list, including local congressional representatives. These mailings inform all parties of meetings/events as well as provide IRP updates.

10. Prepare press releases.

To adequately inform the public of significant IRP activities/milestones, press releases are sent to the Silver Spring Gazette, Burtonsville Gazette, the College Park Gazette, and the Washington Post (Prince Georges County Extra and the Southern Montgomery County Extra) newspapers.

11. Conduct site tours.

Site tours are used to present a realistic view of the site and a better understanding of the investigation and clean-up methods.

12. Establish a White Oak web page.

A web page has been established to provide information to the community about environmental issues and clean-up activities at NSWC-WO. The address is www.lantops-ir.org/whiteoak.

5.0 RESPONSIBILITIES AND TIMING

5.1 RESPONSIBILITIES FOR COMMUNITY RELATIONS ACTIVITIES

EFACHES is responsible for implementing the CRP. The Commanding Officer implements the CRP by sharing tasks with federal, state, and county regulatory agencies and with technical personnel contracted to assist in the IRP process. Principal responsibilities are outlined below.

1. EFACHES

- a. Plans, schedules, and coordinates all activities to implement the CRP. Activities may include specific communication techniques for regulatory agencies, the local community, and the media.
- b. Provides a spokesperson for the IRP and responds to media queries using statements or plans.
- c. Informs the state and all appropriate federal agencies, in a timely manner, of activities and findings relating to the site.
- d. Ensures that Freedom of Information Act requests are acted on in a timely manner.
- e. Remains sensitive to the needs and concerns of the local community regarding the site, and implements activities of the CRP as appropriate.
- f. Updates the CRP as new developments and changes occur at the site.
- g. Holds and participates in RAB meetings, which are open to the public.

2. EPA (optional):

- a. Acts as spokesperson on policy or questions regarding programs within EPA's area of responsibility.
- b. Provides a spokesperson to respond to appropriate questions from briefings for local officials, interested community groups, citizens, and the media.

- c. Responds to press questions, as required, and notifies other involved agencies of responses and potential concerns.
3. State of Maryland Department of the Environment:
- a. Acts as spokesperson on policy or questions concerning programs within its area of responsibility.
 - b. Provides a spokesperson to respond to appropriate questions from briefings for local officials, interested community groups, citizens, and the media.
 - c. Responds to press questions, as required, and notifies other involved agencies of responses and potential concerns.
4. Prince George's County Health Department/Montgomery County Department of Health and Human Services:
- a. Act as spokespersons on policy or questions regarding programs within each county's areas of responsibility.
 - b. Provide spokespersons to respond to appropriate questions from briefings for local officials, interested community groups, citizens, and the media.
 - c. Respond to press questions, as required, and notifies other involved agencies of responses and potential concerns.

5.2 TIMING OF COMMUNITY RELATIONS ACTIVITIES

Table 5-1 outlines IRP activities EFACHES implements as part of the NSWC-WO IRP. The NSWC-WO, *Base Realignment and Closure Cleanup Plan* (available in the repository at the White Oak Public Library) provides a detailed explanation of the status of all sites in the IR process.

TABLE 5-1

**ANTICIPATED COMMUNITY RELATIONS ACTIVITIES
NAVAL SURFACE WARFARE CENTER – WHITE OAK
SILVER SPRING, MARYLAND**

Activity	
Notices for Public Comment Periods	Published before each comment period
Proposed Plans/Public Hearings	As needed
Publish Public Hearing Notices	Published and mailed prior to public meetings
Public Hearing Meetings	Held as needed
Publish RAB Meeting Notices	Published and mailed prior to RAB meetings
Publicize RAB Meetings	Held every three months or as needed
Distribute Fact Sheets	Created as needed
Establish Information Repository	Established and updated as needed
Distribute Mailings	Mailed as needed
Submit Press Releases	Submitted as needed
Site Tours	Held as needed
Hold Open Houses	Held as needed
Conduct Telephone Conference Calls/Meetings	Conducted as needed
Provide Special Briefings to Local Officials	Held as needed
Web Page	Updated as needed
Miscellaneous Outreach	Performed as needed

APPENDIX A

**LIST OF ACRONYMS
AND
GLOSSARY**

APPENDIX A LIST OF ACRONYMS

AOC	area of concern
ARAR	Applicable or Relevant and Appropriate Requirement
BCP	BRAC Cleanup Plan
BCT	BRAC Cleanup Team
BEC	BRAC Environmental Coordinator
BEST	BRAC Environmental Study Team
BRAC	Base Realignment and Closure
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CERFA	Community Environmental Response Facilitation Act
CMS	Corrective Measures Study
CRP	Community Relations Plan
CS	confirmation study
DERA	Defense Environmental Restoration Account
DoD	Department of Defense
DVR	design verification report
EE/CA	engineering evaluation/cost analysis
EFACHES	Engineering Field Activity - Chesapeake
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
FRC	Federal Research Center
FS	feasibility study
FY	fiscal year
gpd	gallons per day
GSA	General Services Administration
IAS	initial assessment study
IR	Installation Restoration
IRP	Installation Restoration Program
NACIP	Navy Assessment and Control of Installation Pollutants
NCP	National Contingency Plan
NSWC	Naval Surface Warfare Center
NTCRA	non-time-critical removal action
PA/SI	preliminary assessment/site investigation

PAH	polycyclic aromatic hydrocarbons
PCB	polychlorinated biphenyl
RA	remedial action
RAB	Restoration Advisory Board
RCRA	Resource Conservation and Recovery Act
RD	remedial design
RD/RA	remedial design/remedial action
RFI	RCRA Facility Investigation
RI	remedial investigation
RI/FS	remedial investigation/feasibility study
ROD	Record of Decision
SARA	Superfund Amendments and Reauthorization Act of 1986
SWMU	solid waste management unit
TCA	1,1,1-trichloroethane
TCE	trichloroethene
TRC	Technical Review Committee
VOC	volatile organic compound
WO	White Oak
WWTP	wastewater treatment plant

GLOSSARY

Applicable or Relevant and Appropriate Requirements (ARARs): The federal and state requirements that a selected remedy must attain. These requirements may vary among sites and remedial activities.

Administrative Record: An official compilation of site-related documents, data, reports, and other information that are considered important to the status of and decisions made relative to a Superfund site. The public has access to this material.

Carcinogenic: A type of risk resulting from exposure to chemicals that may cause cancer in one or more organs.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA): A federal law passed in 1980 and modified in 1986 by the Superfund Amendments and Reauthorization Act (SARA). The Act created a trust fund, known as Superfund, to investigate and clean up abandoned or uncontrolled hazardous substance facilities.

Corrective Measures Study (CMS): Report identifying and evaluating alternatives for addressing the contamination present at a site or group of sites.

Initial Assessment Study (IAS): Preliminary investigation usually consisting of review of available data and information of a site, interviews, and a non-sampling site visit to observe areas of potential waste disposal and migration pathways.

Noncarcinogenic: A type of risk resulting from the exposure to chemicals that may cause systemic human health effects.

National Contingency Plan (NCP): The basis for the nationwide environmental restoration program known as Superfund; administered by EPA under the direction of the U.S. Congress.

National Priorities List (NPL): EPA's list of the nation's top priority hazardous substance disposal facilities that may be eligible to receive federal money for response under CERCLA.

Record of Decision (ROD): A legal document that describes the remedy selected for a Superfund facility, why the remedial actions were chosen and others not, how much they are expected to cost, and how the public responded.

RCRA Facility Investigation (RFI): Study that determines the nature and extent of contamination at a site.

Site Inspection (SI): Sampling investigation with the goal of identifying potential sources of contamination, types of contaminants, and potential migration of contaminants. The SI is conducted prior to the RI.

Trichloroethene (TCE): Common volatile organic solvent formerly used for cleaning, degreasing, or other uses in commerce and industry.

Volatile Organic Compounds (VOCs): Organic liquids [e.g., vinyl chloride or trichloroethene (TCE)] that readily evaporate under atmospheric conditions.

APPENDIX B

**NON-TIME-CRITICAL REMOVAL ACTION AND REMEDIAL
INVESTIGATION/FEASIBILITY STUDY PROCESS COMPARISON**

APPENDIX B

NON-TIME-CRITICAL REMOVAL ACTION (NTCRA) AND REMEDIAL INVESTIGATION/FEASIBILITY STUDY (RI/FS) PROCESS COMPARISON

NON-TIME-CRITICAL REMOVAL PROCESS

PREINVESTIGATION

1. EE/CA Approval Memorandum

- Secure management approval and funding for a NTCRA
- Include finding of actual or threatened release and, if present, an imminent and substantial endangerment, and general site information and costs
- Document that situation meets NCP criteria and action is non-time-critical

EE/CA DOCUMENT

2. EE/CA Executive Summary

- Identify threat
- Describe removal action objectives

Summarize recommended action

3. Site Characterization

- Collect site description and background
- Identify previous removal actions
- Determine source, nature, and extent of contamination
- Collect analytical data
- Perform streamlined risk evaluation
- Identify contaminant- and location-specific ARARs

RI/FS PROCESS

PREINVESTIGATION

1a. Pre-RI/FS Scoping

- Collect existing data
- Visit site/identify areas of concern
- Generate statement of work

1b. RI/FS Scoping

- Collect/analyze existing data
- Determine need for/implement additional studies
- Develop preliminary remedial action alternatives/objectives
- Evaluate need for treatability studies
- Begin preliminary identification of ARARs
- Identify data needs/data quality objectives
- Design data collection program
- Develop work plan
- Identify health and safety protocols

REMEDIAL INVESTIGATION

2. Site Characterization

- Investigate site physical characteristics
- Define sources of contamination
- Determine nature and extent of contamination
- Conduct laboratory analyses
- Conduct data analyses
- Conduct baseline risk assessment
- Identify contaminant- and location-specific ARARs
- Define remedial action goals
- Prepare Draft RI Report

4. Identification of Removal Action Objectives

- Evaluate statutory limits
- Determine scope of removal action
- Determine schedule of removal action

5. Identification and Analysis of Removal Action Alternatives

- Identify treatment technologies (presumptive remedy and treatability studies, as appropriate)
- Evaluate effectiveness
 - Overall protection of human health and the environment
 - Compliance with ARARs
 - Long-term effectiveness and permanence
 - Reduction of toxicity, mobility, or volume through treatment
 - Short-term effectiveness
- Evaluate implementability
 - Technical feasibility
 - Administrative feasibility
 - Availability of services and materials
 - State acceptance
 - Community acceptance
- Evaluate cost

6. Comparative Analysis of Removal Action Alternatives

(See criteria above)
Compare alternatives

7. Recommended Removal Action Alternative (summarized in Action Memorandum)

(Public comment period on EE/CA of at least 30 days)

FEASIBILITY STUDY

3a. Development of Alternatives

- Remedial action objectives
- General response actions
- Volumes or areas of media
- Screen technology and process options
- Process options identification
- Technology alternatives
- Action-specific ARARs

3b. Screening of Alternatives

- Effectiveness
- Implementability
- Cost
- Innovative technologies

3c. Performance of Treatability Studies

- Data requirements
- Bench- or pilot-scale study
- Treatability test work plan
- Documentation of results

4. Detailed Analysis of Alternatives

- Overall protection of human health and environment
- Compliance w/ARARs
- Long-term effectiveness and performance
- Reduction of toxicity, mobility, or volume through treatment
- Short-term effectiveness
- Implementability
- Cost
- State acceptance
- Community acceptance
- (analyze alternatives against these nine criteria)

5. Comparative Analysis

(See criteria above)
Compare alternatives

6. Preferred Remedial Alternatives (summarized in Proposed Plan)

(Public comment period of at least 30 days)

APPENDIX C

**KEY CONTACTS AND
LIST OF INTERESTED PARTIES**

APPENDIX C

KEY CONTACTS AND LIST OF INTERESTED PARTIES

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APPENDIX D

**PUBLIC INFORMATION REPOSITORY AND
LOCATIONS FOR PUBLIC MEETINGS**

APPENDIX D

PUBLIC INFORMATION REPOSITORY AND LOCATIONS FOR PUBLIC MEETINGS

INFORMATION REPOSITORY

White Oak Public Library
11701 New Hampshire Avenue
Silver Spring, MD 20904

301-622-2492

Hours of Operation:

Monday through Thursday	10:00 a.m. - 8:30 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.

RAB MEETING LOCATIONS

Meetings will be held at a location easily accessible to the public and will be announced in advanced of each meeting. It is likely that public meetings will be held at the Hillandale Center for the Handicapped.

Center for the Handicapped
10501 New Hampshire Avenue
Silver Spring, MD 20904
301-445-3350

APPENDIX E

**DOCUMENTATION FOR ESTABLISHING THE TECHNICAL REVIEW COMMITTEE
AND THE RESTORATION ADVISORY BOARD**

APPENDIX E

1.0 DOCUMENTATION FOR ESTABLISHING THE TECHNICAL REVIEW COMMITTEE AND THE RESTORATION ADVISORY BOARD

NSWC-WO established a Technical Review Committee (TRC) in March 1989. TRC members included Navy representatives from NSWC-WO and EFACHES, EPA, the Maryland Department of the Environment, and Montgomery County, and a retired Navy Captain from the Hillandale Citizens Association.

In 1993, the President of the United States issued Executive Order 12580 to establish Restoration Advisory Boards (RABs) at installations under the Base Realignment and Closure program. In 1994, the Department of Defense formally issued a policy for establishing RABs as part of the Defense Environmental Restoration Program Management Guidance. In 1994, the DoD and EPA jointly issued guidelines that provided a strategy for establishing RABs. Those guidelines are published in the DoD/EPA document entitled *Restoration Advisory Board Workshop Guidebook*. Where Technical Review Committees existed, their core members were encouraged to become RAB members; the RABs expanded representation by including members of the affected communities and are a means for stakeholder involvement in the clean-up process. RABs enhance communication and solicit input from the public on clean-up issues. They provide a forum for exchanging information between the community and government decision makers.

The NSWC-WO TRC was expanded into a RAB in October 1995. The White Oak community was solicited for individuals interested in participating on the RAB. A notice was placed in the *Silver Spring Gazette* and *Prince George's Journal* inviting individuals to attend the RAB information meeting or contact the NSWC-WO point-of-contact if they were interested in participating on the NSWC-WO RAB. The NSWC-WO RAB information meeting was held on October 19, 1995 to provide information on how to participate in the RAB process. On October 26, 1995, a RAB selection panel (composed of community representatives and environmental officials) reviewed applications and selected individuals for RAB membership. The first RAB meeting was held in November 1995. Community residents who are not RAB members may attend RAB meetings.

Notices are placed in local newspapers and mailed to interested parties for all RAB meetings. Additionally, RAB members receive notices information updates through the mail. RAB meetings are held approximately every other month and are open to the public. RAB membership includes representatives from the EFACHES, the General Services Administration, the Maryland Department of the Environment, the Montgomery County Department of Environmental Protection, the Prince George's County Health

Department, the Maryland National Capital Parks and Planning Commission, the U.S. Environmental Protection Agency, the U.S. Army Research Laboratory, the Local Redevelopment Authority, local homeowners' associations and residents, and the Interstate Commission on the Potomac River Basin.

Appendix C, Section 7.0 contains a list of all RAB members and their affiliations.

The following section provides a list of operating rules estimated for the NSWC-WO RAB.

2.0 RESTORATION ADVISORY BOARD OPERATING RULES

Name

The name of this organization is the Restoration Advisory Board (RAB) of the White Oak Detachment of the Naval Surface Warfare Center (NSWC White Oak).

Mission

The RAB's mission is to establish and maintain a forum for the exchange of information in an open and interactive dialogue concerning the installation's restoration program. In performing its mission the RAB will

- Review and evaluate documents.
- Identify project requirements.
- Recommend priorities among sites or projects.
- Identify applicable standards and propose clean-up levels consistent with planned land use.
- Act as a forum for discussion and exchange of cleanup information between Government agencies and the public.
- Keep meeting minutes and make them available to the public.

Purpose

The purpose of the RAB is to provide advice to the Government and the Navy on matters related to the proper restoration of the White Oak base. In developing recommendations, each member is to give advice as an individual. It is not expected or necessary for the RAB to develop a consensus on all recommendations. All advice and recommendations will include both the majority and any minority opinions on the matter in question.

Organization

The RAB will be administered through co-chairs. A Navy co-chair will be appointed by the Officer in Charge (OIC) of NSWC White Oak. The community members of the RAB will elect a co-chair and an alternate co-chair. The co-chairs' responsibilities are to be jointly held between the Navy and community.

The Navy co-chair will coordinate with the community co-chair to prepare and distribute an agenda prior to each RAB meeting. He/she will also be responsible for coordination with the BRAC Cleanup Team, the Base Transition Coordinator, the OIC, and the Local Redevelopment Authority.

The Navy co-chair will ensure the minutes of the meetings are produced, that documents distributed to the RAB are also made available to the general public, and that an accurate list of interested/affected parties is developed and maintained.

The Navy co-chair will chair meetings of the RAB in absence of the Community co-chair and the Alternate Community co-chair.

The Community co-chair will chair the public meetings of the RAB. The Community co-chair will coordinate with the Navy co-chair and RAB members to prepare an agenda prior to each RAB meeting. He/she will also ensure that community issues and concerns related to restoration are raised and assist with the dissemination of information to the general public.

The Alternate Community co-chair will assist with preparation of the meeting agenda, chair meetings when the Community co-chair is not present, and assume the position of Community co-chair should the co-chair be unable or unwilling to continue in the position.

The Navy co-chair, the community co-chair, and the alternate community co-chair, acting as an executive committee, may speak or take action on behalf of the RAB. In any such instance, the co-chairs will inform the full Board of any actions taken at the next regularly scheduled RAB meeting.

Meetings

The RAB shall meet not fewer than four times in each calendar year. The time and date of the next regularly scheduled meeting will be determined as an item of business at each meeting. Emergency meetings may be called by either of the co-chairs, but RAB members shall be given 2 weeks notice, in writing, of such emergency meetings.

All meetings will be open to the public and insofar as reasonable and possible will follow and address the issues in the prepared agenda. Time will be allocated in each meeting for receiving comments from any members of the public in attendance.

Membership

The RAB shall be composed of Navy members, Base Realignment and Closure (BRAC) Cleanup Team (BCT) members, and community members. Navy members shall serve at the pleasure of the OCI of NSWC White Oak. EPA and the Maryland Department of the Environment are invited to appoint a BCT member to participate in the RAB. The initial community membership shall consist of those persons nominated and selected by the selection panel and approved by the OIC of NSWC White Oak.

The number of members shall not exceed 25 in total.

Duties of Members

The RAB members will attend meetings of the full Board and of the subcommittees to which they belong or will provide alternates who will fully assume the duties of the member they represent at that meeting. Members will review, evaluate, and comment on environmental documents and other such materials related to installation restoration and closure, where applicable, and provide advice and comment on restoration issues to the decision makers.

The community RAB members will also represent and communicate community interests and concerns to the RAB, act as a conduit for the exchange of information among the community, Navy, and environmental oversight agencies regarding the installation's restoration and reuse programs.

RAB members have the duty and responsibility to report the activities of the Board to the community and to express their individual opinions about RAB issues. In performing these duties, individuals have the responsibility to make it clear that they are not speaking or acting for the full Board, unless they have been specifically directed to do so by the RAB.

Resignation and Removal of Members

A member of the RAB no longer able to continue in an active role may resign at any time by providing a written statement to either of the co-chairs of the RAB. Any community member who misses three consecutive meetings and does not provide an alternate will be removed from membership.

In order to assure that all proceedings of the RAB are fully accessible to the public, the RAB will not discuss classified, competition-sensitive, proprietary, or other restricted information.

Subcommittees

Ad Hoc subcommittees may be formed by the co-chairs acting as an executive committee, or by action of the RAB.

Subcommittees will elect their own community co-chair. The OIC may appoint a Navy co-chair for each subcommittee. The subcommittees will meet to consider the issues for which they have been established and report the results of their deliberations and recommendations to the full RAB.

As with the full RAB, both majority and minority opinions of subcommittee members will be presented. Subcommittee meetings will be publicly announced and open to the public.

New Members

If in the opinion of either of the co-chairs the number of active members no longer represents adequate balance and diversity, the chair of the meeting will entertain new nominations from the RAB members and community members present at the meeting. The co-chairs and the alternate co-chair will then select from this list of nominees as many new members as necessary to restore balance and diversity to the RAB and recommend them to the OIC. Upon the concurrence of the OIC these nominees will become members of the RAB.

Election of Community Co-chair and Alternate Co-chair

At the next to last regularly scheduled meeting of the calendar year, the co-chairs shall appoint a committee of three members of the RAB to form a nominating committee. The nominating committee will select a slate of at least two persons for each elected position, the Community co-chair and the Alternate co-chair, to be presented for consideration by the full membership of the RAB at its last meeting of the year.

The Community co-chair and Alternate co-chair may be elected for up to three consecutive terms.

Amendment of these Procedures and Guidelines

Provided changes to these Procedures and Guidelines may be presented to the RAB in writing by any member at any regular meeting and shall be acted upon at the next regularly scheduled meeting. No changes shall be adopted except by a two-thirds majority vote of the members present.

Sunset

At the last meeting of each calendar year or at the request of the OIC of the base, the chair of the RAB will entertain a motion to disband the RAB. When the motion passes by a simple majority vote, the RAB will be disbanded.

Implementation

These procedures and guidelines will become fully effective at the next meeting after these rules are adopted by a majority vote of those members present.

[Approved at 3/13/96 RAB meeting.]

APPENDIX F

COMMUNITY RELATIONS PLAN QUESTIONNAIRE

APPENDIX F

NAVAL SURFACE WARFARE CENTER - WHITE OAK COMMUNITY RELATIONS PLAN INTERVIEW QUESTIONS

Interviewee: _____

Interviewer(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: () _____ H or W Date: _____ Time: _____

The purpose of this survey is to evaluate the level of knowledge or concern the public has related to the former Naval Surface Warfare Center - White Oak (NSWC-WO), the public's information pathways, and community involvement.

GENERAL AWARENESS

1. Approximately how long have you lived in the area? _____ Do you own or rent? _____

Approximately how far do you live from the former NSWC-WO? _____

2. Are you familiar with or have you participated in any former NSWC-WO outreach programs or any of its facilities that are available for public use? _____
Which ones? _____

3. Do you have contact with the facility as part of your business/employment? _____
Do you know anyone who works or worked at the facility? _____ If so, please describe: _____

4. How do you receive information on local current events that may affect you or the community?

- Local papers
- Word of mouth
- Local cable or broadcast television
- Other _____
- Local organizations
- Homeowner's association

5. Are you familiar with the activities that occurred at NSWC-WO? Please use your judgment to gauge your level of understanding of the former Base's operations:

- Knowledgeable
- Somewhat knowledgeable
- Know very little
- Have no idea

6. Overall, which of the following would best represent your feelings regarding the former Base and the effects of its activities on the community?

- Very concerned
- Concerned
- A little concerned
- Unconcerned

State any specific concerns you have about the Base: _____

7. Are you aware of any programs at the former NSWC-WO to protect the environment? _____
If Yes, what activities or programs? : _____

When did you become aware of them? _____

8. When did you become aware of/concerned about efforts to investigate and remediate any contamination found on the former Base? _____

9. What environmental issues around the former Base are important to you?

- Human health issues
- Potential affects on real estate values
- Potential spread of contamination/effect on the environment
- Potential for other contamination from other sources/locations
- Adverse publicity for the neighborhood
- Other _____

10. Do you feel that contamination at the former Base has affected you, your family, the neighborhood or the community in any way? _____ If so, in what way? _____

11. Have you any concerns about the Base closing and the Navy leaving?

- | | |
|---|---|
| <input type="checkbox"/> Very concerned | <input type="checkbox"/> A little concerned |
| <input type="checkbox"/> Concerned | <input type="checkbox"/> Unconcerned |

12. Have you any concerns about the Base transfer of ownership to the General Services Administration?

- | | |
|---|---|
| <input type="checkbox"/> Very concerned | <input type="checkbox"/> A little concerned |
| <input type="checkbox"/> Concerned | <input type="checkbox"/> Unconcerned |

State any specific concerns you have about the Base: _____

13. Do you feel NSWC-WO has been a good community member? _____
Why, or why not? _____

**INFORMATIONAL NEEDS FROM NAVAL SURFACE WARFARE CENTER -
WHITE OAK**

1. How do you receive information about the facility? _____ How frequently do you obtain it? _____

2. If you receive facility information, are you satisfied with the quality/quantity of information you receive? _____

What suggestions do you have for the distribution of information regarding the environmental investigation and cleanup at the facility:

- Mail Fact Sheets and updates to interested parties
- Distribute Fact Sheets and updates to local public buildings, such as libraries
- Provide information via web page and/or email updates
- Provide information to News Media
- Other suggestion(s): _____

LEVEL OF INVOLVEMENT

1. Have you ever attended a meeting in which the Navy presented information about programs or actions at the facility that may affect the community? _____

If Yes, what was the meeting(s) regarding? _____

Was the information helpful? _____ Why, or why not? _____

2. Would you be interested in attending public meetings in the future regarding environmental actions or programs at the facility? _____

How would you prefer to have your questions answered?

- In a large open discussion
- One-on-one
- By written response
- Other _____

