



National Park Service Final Community Involvement Plan

**Fort Darling Landfill Site
Richmond National Battlefield Park
Northeast Region
November, 2015**



Revision Log:

Revision #	Revision Date	Revision Description
1	11-2015	Final Community Involvement Plan





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LIST OF ABBREVIATIONS AND ACRONYMS

CERCLA Comprehensive Environmental Response, Compensation, and Liability Act

CIP Community Involvement Plan

EE/CA Engineering Evaluation / Cost Analysis

EPA U.S. Environmental Protection Agency

NCP National Oil and Hazardous Substances Pollution Contingency Plan

NPS National Park Service

VOC Volatile Organic Compounds



1.0 INTRODUCTION

The National Park Service (NPS) is issuing this *Community Involvement Plan* (CIP) as a resource to enable meaningful community involvement throughout its investigation, selection, and implementation of cleanup activities at the Fort Darling Landfill (Site). NPS is conducting these cleanup activities at the Site pursuant to the *Comprehensive Environmental Response, Compensation, and Liability Act* (CERCLA), 42 U.S.C. §§ 9601, *et seq.* and its implementing regulations under the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP), 40 C.F.R. Part 300. NPS is committed to encouraging public participation and providing opportunities for communication between NPS and the affected community, interested stakeholders, and community residents during the environmental investigation and cleanup activities at the Site.

CERCLA-related terms are defined in Appendix A, Glossary.

1.1 Purpose and Objectives of the CIP

The CIP has been prepared in accordance with CERCLA and the NCP. The CIP serves as a guide for NPS to engage and inform community members, environmental groups, government officials, the media, and other interested parties in the environmental investigation and cleanup activities at the Site. The CIP is a “living” document and will be updated or revised, as appropriate, as Site conditions change.

The CIP has two key objectives. The first key objective is to provide for the dissemination of information to the public in a timely, accurate, meaningful, and understandable manner. The second objective is to create opportunities—and ensure the community understands those opportunities—for active public participation, enabling interested persons to provide valuable comments that can be used by NPS project team for planning and decision making.

The strategies to accomplish these objectives take into consideration the location of the Site and surrounding community. The Site is located in Richmond National Battlefield Park, Richmond, Chesterfield County, Virginia (VA) (Figure 1). The Fort Darling unit is located on Drewry’s Bluff on the south bank of the James River in Chesterfield County, and is one of the Civil War sites that form the Richmond National Battlefield Park. The Site, which is located to the south and east of the access road and former parking area for Fort Darling, was donated to NPS by Chesterfield County after the landfill ceased operations in 1972. The Park is in the Bellwood section of Chesterfield County, and is surrounded by commercial and industrial development. The residents of the County are very proud of the Park’s historical significance and value this historic site.



Figure 1. Site Map

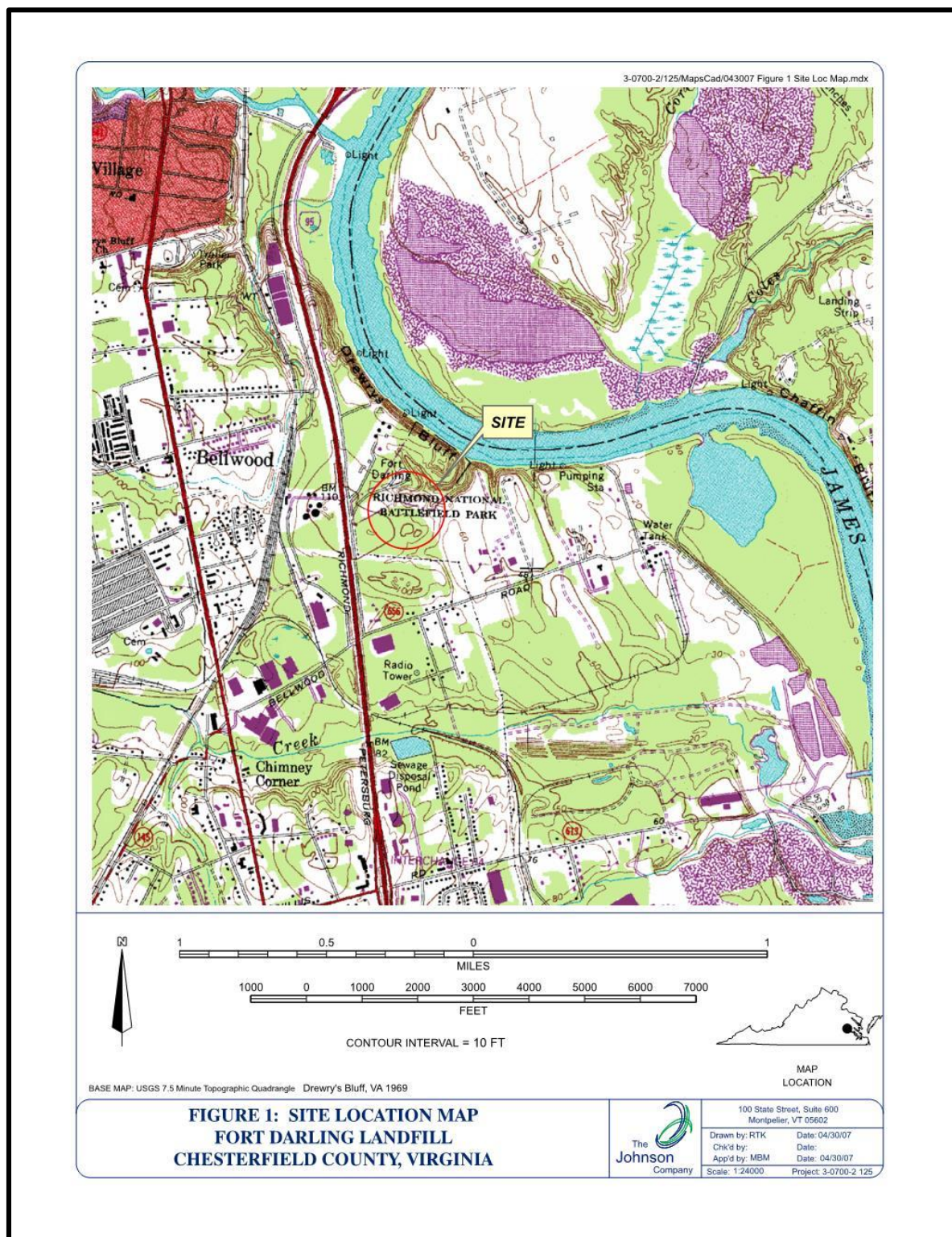




Figure 2. Site Photographs



Photograph 1. Cannon on Drewry's Bluff.



Photograph 2. Vegetated surface of landfill.



Photograph 3. Northern slope of landfill.



Photograph 4. Iron staining in unnamed stream.



1.2 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

NPS is investigating and cleaning up the Site pursuant to CERCLA and the NCP. Congress enacted CERCLA, also known as Superfund, in 1980 to address releases and threatened releases of hazardous substances into the environment. CERCLA gives the President broad powers to respond to hazardous substance releases and threatened releases as the President deems necessary to protect the public health or welfare or the environment, including enforcement authority with respect to parties responsible for the releases. The President has delegated this authority to a number of federal departments and agencies, including the Department of the Interior. NPS, an agency within the Department of the Interior, is the CERCLA lead agency for the Site.

To implement CERCLA, the U.S. Environmental Protection Agency (EPA) created the NCP, which is a set of regulations that detail how CERCLA cleanups are to be conducted, including requirements for community involvement activities. Different requirements apply to different types of response actions. NPS has determined that a *non-time-critical removal action* is appropriate for the Site.

A non-time-critical removal action is being conducted at the Site based on NPS's determination that a planning period of six months or more is available prior to the start of removal activities at the Site because no immediate threat to public health or welfare or the environment is present at the Site. As part of the non-time-critical removal action, NPS is conducting an engineering evaluation and cost analysis to fully characterize the nature and extent of Site contamination, evaluate associated potential risks to human health and safety and the environment, identify relevant cleanup requirements, develop a range of cleanup alternatives, and identify a recommended removal action alternative for the Site. As the lead agency for the Site, NPS must involve the community during the engineering evaluation and cost analysis process in the manner detailed in the NCP, and this CIP is part of that community involvement process.

1.3 Overview of the CIP

The CIP specifies the community involvement activities that NPS expects to undertake as investigation and cleanup of the Site proceeds. This CIP is organized as follows:

- Section 1.0: Introduction – A description of the purpose of the CIP.
- Section 2.0: Site Background – An overview of Site description and history, previous Site investigations, and current and future Site activities.
- Section 3.0: Community Background – A community profile, history of community involvement at the Site, and summary of community concerns and questions.
- Section 4.0: Community Involvement Activities – A description of planned methods and activities for communicating with the public concerning Site activities, and a general schedule of anticipated community involvement activities.



- Section 5.0: References – A list of references used in developing this CIP.

The appendices include a glossary (Appendix A), administrative record file and information repository details (Appendix B), community fact sheets and community updates (Appendix C), community interview questionnaire (Appendix D), contact information (Appendix E), and tables of minimum community involvement requirements (Appendix F).



2.0 PROJECT BACKGROUND

2.1 Site Description and History

The Fort Darling Unit of Richmond National Battlefield Park is located at the end of Fort Darling Road in Richmond, Virginia. The Park is located in Chesterfield County on metropolitan Richmond's southern end, between the western bank of the James River and Interstate Highway 95 (see Figures 1). The historical fort is situated on Drewry's Bluff, overlooking the James River, and is reached via a walking trail. Fort Darling, which is located in the northeastern corner of the Park, has been preserved as a historically important military site used in the Civil War. In the 1920s, the current Park property was known as the Bellwood Farm. Fort Darling was purchased by the Richmond Battlefield Parks Corporation in 1930. Between 1960 and 1969, Chesterfield County obtained ownership of several parcels surrounding Fort Darling and operated a 10-acre landfill on a 23-acre site to the south of the fort from 1963 to 1972. After the landfill ceased operations in 1972, it was covered and revegetated. On December 8, 1975, the landfill and surrounding property were donated to the federal government by Chesterfield County, and are now managed by the National Park Service.

The Site is separated from Drewry's Bluff by an unnamed stream at the base of a steeply sloped, narrow stream valley. An access road off Fort Darling Road, which parallels the interstate, affords vehicular access to the Site. During the Site data collection conducted from March through May 2008, the access road to the walking trail extended from Fort Darling Road approximately 1,300 feet to the northeast, and included a loop and parking area. In late May 2008, the access road was shortened to approximately 300 feet and a new parking area was constructed. A portion of the former access road was converted into an extension of the existing walking trail that joins the new parking lot, and the loop and former parking area were completely removed.

The landfill surface is completely vegetated with grass, brush, and small immature trees and is surrounded by a mature hardwood forest. At its closest point, the Site is approximately 750 feet southwest of the James River. The unnamed stream receives Site drainage and discharges directly into the James River. The unnamed stream valley hosts a mature hardwood forest. Wild turkeys and foxes were observed within the valley forest during the Site investigation. Unconsolidated landfill waste materials, including metal, small drums, household appliances, and rubber tires, among other things, can be seen throughout the vegetation along the northern slope of the Site adjacent to the unnamed stream.



2.2 Previous Environmental Studies and Response Actions

Several environmental investigations related to the Site were conducted prior to the EE/CA investigation, including the following:

- 1985 NUS Corporation - site inspection of the landfill for U.S. EPA
- 1989 Virginia Geotechnical Services - subsurface investigation and monitoring well installation for Chesterfield County
- 1990- Central Virginia Laboratories & Consultants – sampling of
1994 groundwater from monitoring wells for Chesterfield County
- 1991 Colorado State University – sampling of groundwater from monitoring wells.
- 1991- Draper Aden Associates/Joyce Engineering – sampling of groundwater
2001 from monitoring wells for Chesterfield County
- 1994 NPS - investigation of the unnamed stream for impacts from *landfill leachate*
- 1996 Draper Aden and Associates - surface water and leachate sampling for Chesterfield County
- 1996 Central Virginia Laboratories & Consultants - sampling of groundwater from monitoring wells for Chesterfield County
- 1998 Texas A&M University Geochemical and Environmental Research Group - sediment sampling and analysis in the unnamed stream
- 2002 Joyce Engineering - surface water sampling in the unnamed stream for Chesterfield County
- 2006 Faulkner and Flynn - Preliminary Site Investigation Study for Chesterfield County
- 2006 NAEVA Geophysical – investigation to determine the landfill boundaries based on detectable buried metal

These studies were prompted largely by concerns associated with visible seeps along the toe of the former landfill. Sampling of the surface water in the stream, stream sediments, and groundwater indicated the presence of elevated concentrations of metals, as well as petroleum and solvent-related contamination in groundwater, but it was unclear whether these impacts were resulting solely from Site-related contaminant sources or whether off-Site sources were also contributing to Site contamination.

2.3 Current and Future Site Activities

NPS has completed an EE/CA to fully characterize the nature and extent of contamination at the Site. A final EE/CA Report will be issued for public review and comment in the fall of 2015. The EE/CA concluded that current Site conditions present an unacceptable risk to NPS workers, visitors, and construction workers, in addition to various ecological receptors. The EE/CA describes the following areas of concern:



- Methane identified in groundwater wells throughout the Site;
- Volatile organic compounds (VOC) contamination in groundwater that flows along the southern and eastern boundaries of the Site; and
- Uncovered landfill waste materials present on the valley walls at the northern edge of the Site.
-

In the EE/CA, NPS evaluated options for a Site *removal action* to address the areas of concern. The objectives of the *removal action* are to:

- Address unacceptable risks to human health and the environment;
- Address contaminant-related constraints to the full utilization of Park resources for all appropriate purposes consistent with NPS mandates; and
- Meet all applicable and relevant and appropriate requirements of federal and Virginia environmental statutes, regulations, and other requirements that pertain to the Site or actions to clean up the Site.

Following a public comment period and, if requested and appropriate to address public concerns, a public meeting, NPS will select and implement a *cleanup* option that meets these objectives.



3.0 COMMUNITY BACKGROUND

3.1 Community Profile

Chesterfield County was first settled in 1611 when settlers moved upstream from Jamestown. The county was created in 1749 when it was divided from Henrico County on the north side of the James River. The county population in the 2010 census was 316,236. As of January 1, 2014, the County estimated the population at 328,000. The Site is located in the Bellwood Community of Chesterfield County, which had a population of 6,352 in 2010.

The median household income is \$63,636 and 36.4% of the County's population age 25 and older hold a bachelor's degree or higher. The Chesterfield County School Board, County of Chesterfield, and the U.S. Department of Defense are the three largest employers in the County. Of the County's civilian employed workforce, 41.9% are in management, business, science, and arts occupations; 23.3% work in sales and office occupations; 16.2% are in service occupations; 9.7% are in production, transportation, and material moving occupations; and 8.9% work in natural resources, construction, and maintenance occupations.

There are environmental and historical organizations active in the community interested in activities at Fort Darling. Representatives of the Chesterfield Historical Society, Chesterfield Preservation Committee, Virginia Conservation Network, Sierra Club Falls of the Jams Group, Chesapeake Bay Foundation, and James River Association have been interviewed for their input and will be kept informed. The representatives commented on the most popular media outlets to share information (newspaper, radio, and TV stations). The favored sources are presented later in the CIP.

The Site is part of the Richmond National Battlefield Park; however, the area is not currently accessible to the public. Access to the Site is restricted by a padlock and chain at the landfill entrance. The edge of the landfill that borders a former access road is protected by a 6-foot high, wire mesh fence.

3.2 Community Involvement History

The NPS website for the Richmond National Battlefield Park is currently being updated to include a location with information regarding the EE/CA and other activities at the Site (www.nps.gov/rich/index.htm). Additional information is provided in section 4.1, below.

To identify community concerns and needs and to identify how and when citizens would like to be involved in the cleanup process, on August 22 and September 3, 2008, NPS conducted community interviews with local officials, community residents, and various environmental and special interest groups who represent a range of opinions and backgrounds. The results of those interviews are discussed in section 3.3 below.



A Fact Sheet describing the history of the Site and activities taken was prepared in the summer of 2008. An additional Community update was prepared in the fall of 2015 and will be distributed with the EE/CA as described in Section 4.2. The new Community Update will be posted on the website, available at visitor centers and distributed to interested parties.

Community Updates are available in Appendix C, Community Fact Sheets and Community Updates.

In December 2007, NPS established a Site information repository to house the *administrative record file*. The information repository is open to members of the general public; they may review and make copies of documents (including the administrative record file) relevant to the Site. The administrative record is a file that contains all information used by the lead agency to make its decision on the selection of a response action. For the convenience of the interested local community and the general public, the site information repository is located at the Chimborazo Medical Museum and Visitor Center in Richmond, Virginia. The address, contact information, and operating hours for the information repository are provided in Appendix B.

3.3 Community Concerns and Needs

Identifying community concerns and issues is a vital step in the CIP's development, and it is important that the public be asked for recommendations on how NPS can most effectively involve and communicate with the community. To identify community concerns and needs and to identify how and when citizens would like to be involved in the cleanup process, on August 22 and September 3, 2008, NPS conducted community interviews with various groups representing a range of opinions and backgrounds. NPS asked interviewees for suggestions of additional groups or individuals NPS should interview, and NPS contacted those suggested additional groups and individuals before developing this CIP as well. An interview response summary is provided below, and the list of interview questions is provided in Appendix D, Community Interview Questionnaire.

NPS conducted community interviews with representatives from the following stakeholder groups:

- Chesterfield Historical Society
- Chesterfield Preservation Committee
- Virginia Conservation Network
- Sierra Club Falls of the James Group
- Chesapeake Bay Foundation
- James River Association

With the exception of one person, none of the group representatives were familiar with the environmental issues at the Site. In general, all of the representatives expressed interest in being kept informed of activities at the Site. Several interviewees wished to receive information regarding the results of the investigation, whereas one was more interested in information



regarding Park closures and issues related to potential development at this and surrounding parcels.

All group representatives indicated that public meetings should be held in the evening in Chesterfield County for the greatest potential public involvement. They also stated a preference for receiving Site-related information directly through the mail or by e-mail.

A copy of the Community Interview Questionnaire is provided in Appendix D.



4.0 PLANNED COMMUNITY INVOLVEMENT ACTIVITIES

As noted earlier, the key objectives of the community involvement program are to establish and encourage communication between NPS and the community and provide opportunities for the public to provide input throughout the course of CERCLA response activities at the Site. The following methods and techniques, which are selected based in part on community interview responses, will be used to promote public participation and establish steps to provide timely information to interested citizens, agency staff, government officials, the media, and the community at large. The first part of this section describes each community involvement activity and the second part provides a schedule for when those activities will occur.

Important: Upon request, NPS will endeavor to meet identified needs for translation, access to electronic communications, disability access, or other accommodations for people with special needs.

4.1 Communication Methods and Community Involvement Activities

- **Site Spokesperson**

Kristen Allen, Chief of Natural Resources, Richmond National Battlefield Park, is the designated NPS spokesperson who will inform the community of actions taken, respond to inquiries, provide information concerning the Site, and act as liaison between NPS and community members, environmental groups, government officials, the media, and other interested parties. See Appendix E for contact information.

- **Administrative Record File and Information Repository**

The administrative record file is housed in an information repository and contains Site environmental investigations and reports and other information that NPS considers or relies upon in the response action selection process. NPS will update the administrative record file at key points during the response action process, such as when important investigations and reports are completed. See Appendix B for administrative record file and information repository details.

- **Interested Parties Mailing List**

NPS maintains an interested-parties mailing list that includes federal, state, and local elected officials; local school district officials; selected agency staff; community and environmental groups; representatives of area businesses; media contacts; and interested community members. NPS notifies the parties on the list whenever key documents are published or the status of the Site changes. In accordance with NPS's sustainability efforts, whenever possible mailings will be sent electronically by email, with hyperlinks to documents posted on the website. However, interested parties can request conventional mail delivery if access to electronic communication is not available. In such cases, NPS will send a letter informing interested parties of the availability of documents at the information repository.



Efforts are ongoing to expand the mailing list. Individuals can be added to the mailing list by contacting the Site spokesperson (See Appendix E for contact information). NPS also offers sign-up opportunities at public meetings. NPS updates the mailing list as appropriate to reflect changes in government representatives and other contacts. Note that contact information for private individuals on the list will be kept confidential to protect the personal information of those individuals.

- **Public Comment Periods**

While NPS accepts comments on ongoing response activities from the public at any time, at certain times a formal public comment period will be provided. A public comment period is a formal time period during which NPS accepts comments from the public on specific proposed actions or decisions. Generally, public comment periods last for 30 days, although they may be longer. Upon timely request (preferably to the Site spokesperson and in writing) during any public comment period, NPS will extend the public comment period by a minimum of 15 days. In addition, upon request, NPS will meet identified needs for translation, access to electronic communications, or other accommodations for persons with special needs. (See Public Notices, below).

NPS will formally notify the community of public comment periods through several means:

- NPS will publish notice of public comment periods in *Chesterfield Observer* and the *Richmond Times-Dispatch*.
- NPS will place notice of public comment periods on the Site website.
- NPS will notify individuals listed on the Interested Parties Mailing List.

Following completion of the EE/CA Report, a public Notice of Availability will be published in the *Chesterfield Observer* and the *Richmond Times-Dispatch* announcing its availability and the opening of a public comment period.

Following the close of a formal public comment period, NPS will prepare written responses to significant public comments *received during the public comment period* (called a “responsiveness summary”); the responsiveness summary will be added to the administrative record file.

- **Public Notices**

NPS will issue public notices to inform the community and the general public of public events, publication of key documents, and major Site milestones.

Based on identified community preferences and the subject of the announcement, NPS will select from the following methods to distribute public notices about the Site:

- News release.
 - *Chesterfield Observer*
 - *Richmond Times-Dispatch*



- To reach as many people as possible, NPS publishes public notices in main sections of newspapers, not in legal notices sections.
- Site website.
- Notice sent to the Interested Parties Mailing List.
- Park postings as described in Park Visitor Communication.

Following completion of the EE/CA Report, a public Notice of Availability will be published in the *Chesterfield Observer* and the *Richmond Times-Dispatch*. The notice will provide a brief description of the EE/CA Report; announce its availability for review; list the dates for the 30-day *public comment period*; identify a contact person; list the locations where the Report can be reviewed; identify where written comments should be sent.

Notice may also be provided by other means such as mailing a courtesy copy of the Notice of Availability to those on the interested parties list, posting the *public comment period* on the Site website, and distributing news releases.

Other notices that will be distributed include announcements of road closures or Park access restrictions during *cleanup* activities, if any. Depending on the locations involved and timing of the activity, NPS may notify only the local community and visitors to the area rather than distributing the information to the entire mailing list.

- **Public Meetings**

Public meetings may be scheduled to communicate directly with the public about key Site milestones. Public meetings are usually fairly structured forums that are open to the general public, including both affected and unaffected parties. Public meetings typically include an NPS staff presentation followed by a question, answer, and comment session. If public interest is sufficient, a public meeting will be scheduled and a notice providing the date, time, and location of the public meeting will also be published in the *Chesterfield Observer* and the *Richmond Times-Dispatch*.

Based on identified community preferences, public meetings will be held in Chesterfield County. Also based on identified community preferences, public meetings will generally be held on in the early evenings, and will be announced as described in the Public Notices section above.

Public meetings held during the formal public comment period will be recorded and transcribed, and the transcript will be made available in the administrative record file. As noted above in the Public Comment Period section, NPS responses to significant oral or written comments made during a public meeting (“responsiveness summary”) will be compiled and placed in the administrative record file.

In addition to the structured public meetings, as appropriate NPS may hold public briefings prior to field work to inform the public of the nature, scheduling, and likely impacts of the upcoming activities, as well as to receive any suggestions on alleviating such impacts.



A public meeting may be held during the EE/CA comment period if requested by the stakeholders.

To date, no requests have been made to provide a translator; however, NPS will take steps to accommodate such requests as well as those for individuals with special needs, as appropriate.

- **Newspaper Contacts/News Releases**

During the CIP interviews, interviewees identified the *Chesterfield Observer* and the *Richmond Times-Dispatch* as their preferred option for receiving newspaper notices. Interviewees stated that this newspaper is widely read and residents generally trust its contents. Because of this, efforts will be made to maintain regular contact with the appropriate reporter to ensure that factual and consistent project information is available to the newspaper when needed.

Other newspapers identified in the community interviews were the *Style Weekly*, *Chester Village News*, *The Voice* and *Richmond Free Press*. Generally, all media outlets regularly contacted by Park staff will be included when news releases are issued. News releases will also be posted on the Site website.

News releases will be issued at key milestones to ensure the distribution of accurate and timely information.

- **Community Organization Presentations**

When requested, NPS staff will meet with, or provide information to, interested community organizations such as: Chesterfield Historical Society, the Chesterfield Preservation Committee, the James River Association, the Virginia Conservation Network, and the Sierra Club Falls of the James Group. Information may be provided to organizations for inclusion in their newsletters, if requested.

Interested community organizations can discuss community organization presentations by calling or emailing the Site spokesperson at the contact information provided in Appendix E, Contact Information.

Prior community organization presentations are described in Section 3.2, Community Involvement.

- **Park Visitor Communication**

Based on discussions held during the community interviews, NPS has determined that the most effective ways to provide Site information to Park visitors will be to use the following methods:

- Posted notices located at Visitor Centers
- Site website
- Informed Park staff (with sufficient information to address visitor questions)
- Community Updates



Posted items will briefly explain the purpose of the project, what visitors may see or hear in the area, safety concerns, and sources for additional information. NPS will also post the following information:

- The Site website address
 - Site spokesperson and contact information
 - Public notices
 - Notices of public meetings
 - Site access restrictions
- **Community Updates**

Community Updates are brief documents to inform the community about the Site and the environmental investigation and cleanup process. Community Updates present information about Site history; the nature and extent of Site contamination; public health and safety issues; investigation and/or cleanup plans, processes, and schedules; and local impacts during cleanup activities. Community Updates also provide contact information for public inquiries.

NPS will prepare Community Updates at key milestones in the cleanup process. For example, NPS prepared a Community Update to announce the EE/CA investigation, which is available for review in Appendix C, Community Fact Sheets and Community Updates. The next anticipated Community Update will be released to announce the release of the EE/CA.

All fact sheets will provide NPS staff contact information, and location and contact information for the *administrative record/information repository*.

NPS will distribute Community Updates to the public using the following means:

- Posting Community Updates on the Site website
 - Sending a notice to persons on the Interested Parties Mailing List with either a hyperlink to (for email notices) or a copy (for regular mail notices) of the Community Update
 - Posting Community Updates at or near the Site as described in the Park Visitor Communication section above
 - Making Community Updates available at various Park locations
- **Site Website**

NPS has established a location on its Park website at www.nps.gov/rich/index.htm on which it will post general Site information as well as key cleanup and community involvement documents. Information regarding site activities will be available under the red “There are park alerts in effect” banner with the title “Fort Darling Landfill Site”.



- **Contact Information**

NPS contact information will be included in Community Updates, public notices, news releases, and on the Site website. Contact information for NPS representatives as well as for other key individuals is provided in Appendix E, Contact Information.

- **Community Involvement Plan Revision**

To remain flexible and able to respond to the evolving needs of the community and changes to the Site, the CIP will be reviewed and revised as needed, and posted on the website. As the response action progresses, NPS staff may identify and use additional means or activities to inform and engage the community.

4.2 Community Involvement Activity Schedule

- NPS selected the above methods and activities to engage and inform the community regarding the Site and Site activities. This section provides a schedule for when those activities will occur.

Ongoing Activities

- Respond to citizen inquiries and requests
- Maintain the administrative record file and information repository
- Maintain the Interested Parties Mailing List
- Maintain park visitor communications
- Maintain the Site website

EE/CA Report Completion

- **Prior to Comment Period:**
 - Community Update
 - Send to mailing list
 - Place on website
 - Replace signage at Visitor Center and Fort Darling
 - News release re: public comment period, EE/CA Report availability and Administrative Record Update
 - Provide information for group newsletter, if requested
 - Update Administrative Record file/Information Repository
 - Notice of Availability in local newspaper of Administrative Record update and post on website
- **During Public Comment Period:**
 - Hold public meeting, if requested and appropriate to address public concerns
- **After Public Comment Period:**
 - Prepare responsiveness summary and EE/CA Action Memorandum
 - Update Administrative Record file/Information Repository
 - Notice of Availability in local newspaper of Administrative Record update and post on website



Prior to On-site Cleanup Activities

- Community Update
 - Send to mailing list
 - Place on website
 - Post at Visitor Centers
- News release
- Public briefing as appropriate
- Provide information for group newsletters, if requested

During *Cleanup* Activities

- If needed, produce flyers, mailings, newspaper articles, news releases, and web postings as appropriate for road or trail closings and other special circumstances

Project Completion

- Community Update
 - Send to mailing list
 - Place on website
- News release
- Provide information for group newsletters, if appropriate



5.0 REFERENCES

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United States Environmental Protection Agency (USEPA). *Superfund Community Involvement Handbook*. Apr. 2005. Available at http://www.epa.gov/superfund/community/cag/pdfs/ci_handbook.pdf.

USEPA. *Community Involvement Toolkit*. Available at <http://www.epa.gov/superfund/community/toolkit.htm>.



APPENDIX A: GLOSSARY

Definitions for CERCLA-related words found throughout the CIP are provided below.

Administrative Record File: A file that contains all information considered or relied upon by the lead agency to make its decision on the selection of a response action (i.e., cleanup) under CERCLA. See Appendix B, Administrative Record File and Information Repository Details, for further information on the Site administrative record file.

CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act): A federal law, commonly known as “Superfund,” which Congress enacted in 1980 and amended in 1986 and 2002. The law provides broad federal authority to respond directly to releases or threatened releases of hazardous substances that may endanger public health or welfare or the environment; establishes the categories of persons who are liable for such releases; and outlines a framework for investigating and responding to releases and threatened releases of hazardous substances where the lead agency determines it is necessary. CERCLA generally authorizes three types of cleanup actions: emergency response actions, removal actions, and remedial actions.

Cleanup: Used in this document to describe actions taken to address a release or threat of a release of hazardous substances, pursuant to CERCLA, that could affect public health or welfare or the environment. The word “cleanup” is sometimes used interchangeably with the terms remedial action, removal action, response action, remedy, remediation, or corrective action.

Community Interview: Interviews conducted by the lead agency as part of the process of preparing a Community Involvement Plan. For most response actions, the NCP requires the lead agency to conduct community interviews to determine appropriate activities to ensure public involvement in Site-related decisions.

Community Involvement Plan (CIP): A plan that explains how NPS intends to enable meaningful community involvement throughout the cleanup process by specifying planned community involvement activities to address community needs, concerns, and expectations identified through community interviews and other means.

Hazardous Substance: Any one of the more than 800 substances defined under CERCLA and the NCP as potentially posing a threat to human health or the environment. Hazardous substances include materials defined as ignitable, corrosive, reactive, or toxic under the Resource Conservation and Recovery Act (RCRA), as well as additional substances listed under the Clean Water Act and hazardous air pollutants listed under the Clean Air Act.

Information Repository: A location open to members of the general public where a collection of documents (including the administrative record file) relevant to a particular CERCLA Site is made available for public review and copying. See Appendix B, Administrative Record File and Information Repository Details, for the locations and addresses of the Fort Darling Landfill information repository



Landfill leachate: Water that has percolated through landfill waste and carries with it dissolved substances from the waste in the landfill.

Lead Agency: The government agency with the primary authority to investigate, plan and implement a response action under CERCLA and the NCP at a particular site.

National Oil and Hazardous Substances Pollution Contingency Plan (NCP): More commonly called the National Contingency Plan or NCP, it is the federal government's regulatory blueprint for responding to both oil spills and releases and threatened releases of hazardous substances. The NCP is the result of our country's efforts to develop a national response capability and promote overall coordination among the hierarchy of responders and contingency plans. The regulations, published at 40 C.F.R. Part 300, detail how CERCLA is to be implemented.

Non-Time-Critical Removal Action: A removal action conducted when the lead agency determines that there is a planning period of at least six months before on-site activities must be initiated.

Notice of Availability: A formal notice announcing the issuance and public availability of a document (e.g., proposed plan) or documents (e.g., the administrative record file or updates thereto). A Notice of Availability is also issued when the information repository is established. The notice may also announce commencement of a public comment period.

Public Comment Period: A period during which the public can formally review and comment on various documents and proposed response actions.

Remedial Action (RA): A term used to refer to longer-term cleanup actions to address the release or threatened release of hazardous substances typically at larger, more complex CERCLA sites.

Removal Action: A type of CERCLA response action with a streamlined planning process. A removal action is conducted to address all or a part of a release or threatened release of hazardous substances when the release requires an expedited, time-critical response, or when the release is of limited size and complexity such that streamlined response planning is appropriate. There are two types of removal actions – time-critical and non-time-critical; sometimes emergency response actions (undertaken by the U.S. Environmental Protection Agency) are referred to as removal actions. The term refers both to the entire removal response action, as well as just the cleanup phase of such an action.

Response Action: The most general CERCLA term used to describe any action taken to respond to a release or threatened release of hazardous substances to protect the public health or welfare or the environment. The term includes all phases of the response, from investigation through monitoring and even enforcement activities. There are generally three types of CERCLA



response actions that may be undertaken by NPS as the lead agency: time-critical removal actions, non-time-critical removal actions, and remedial actions. The response action at Fort Darling Landfill is a non-time-critical removal action.

Responsiveness Summary: Document summarizing the significant comments received during a public comment period and documenting the lead agency's responses to the comments.

Site: The Fort Darling Landfill, which comprises the area contaminated or potentially contaminated by a release or threatened release of hazardous substances. The Site is located on Drewry's Bluff on the south bank of the James River in Chesterfield County. The Site is south and east of the access road and former parking area for Fort Darling.

Time-Critical Removal Action: A removal action conducted when the lead agency determines that there is not a planning period of at least six months before on-site activities must be initiated.



APPENDIX B: ADMINISTRATIVE RECORD FILE AND INFORMATION REPOSITORY DETAILS

The Site administrative record file may be reviewed at the following information repository during the hours indicated:

Location	
Location Name:	Richmond National Battlefield Park
	Chimborazo Medical Museum and Visitor Center
Address:	3215 East Broad Street, Richmond, Virginia 23223
Days and Hours:	Monday through Friday, 9:00 AM to 5:00 PM
For file review appointments, contact:	
Name:	Front Desk
Title:	
Organization:	
Phone:	804-226-1981
Email:	
Days and Hours:	Monday through Friday, 9:00 AM to 5:00 PM



APPENDIX C: COMMUNITY FACT SHEETS AND COMMUNITY UPDATES

Richmond National Battlefield Park Virginia

National Park Service
U.S. Department of the Interior



Community Fact Sheet Fort Darling Landfill CERCLA Actions (EE/CA)

Summer 2015

SITE HISTORY

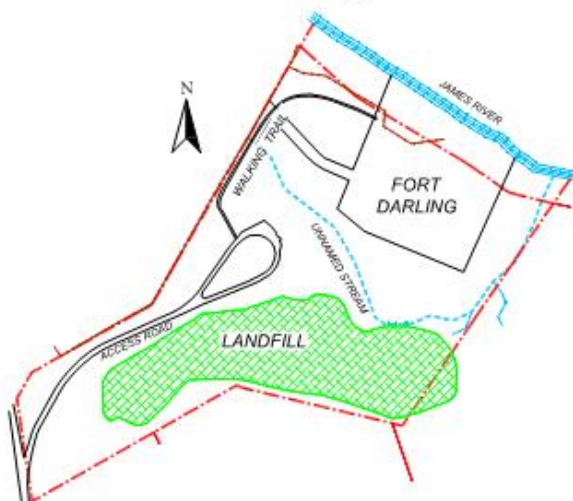
The Fort Darling Unit of the Richmond National Battlefield Park is located in Chesterfield County on metropolitan Richmond's "south side", between the western bank of the James River and Interstate Highway 95. The historic fort is situated on Drewry's Bluff, overlooking the James River, and is reached via a walking trail that begins at the northern end of the access road. Fort Darling has been preserved as a historically important military site used during the Civil War. Confederate defenders used a combination of the bluff's elevation, manmade fortifications, and heavy cannon to protect the city of Richmond from attacks by the Union navy.



Between 1960 and 1969, Chesterfield County obtained ownership of several parcels of land surrounding Fort Darling, and operated a 10-acre municipal landfill on the 23-acre parcel to the south of Fort Darling from 1963 to 1972. On December 8, 1975, the landfill and surrounding property were donated to the federal government by Chesterfield County, and are now managed by the National Park Service (NPS). The landfill and immediate vicinity are referred to as the Fort Darling Landfill Site (Site).

ENVIRONMENTAL INVESTIGATIONS

Numerous environmental investigations related to the Site have been conducted since 1985, largely due to concerns associated with visible seeps along the toe of the former landfill. These seeps discharge to the unnamed stream flowing between the landfill and Fort Darling, resulting in orange-red iron deposits along the stream bed. Sampling of the landfill leachate, stream, stream sediments, and groundwater has indicated the presence of elevated concentrations of metals, as well as hydrocarbon- and solvent-related contamination in the groundwater.



In 2008, NPS initiated an Engineering Evaluation/Cost Analysis (EE/CA) investigation to evaluate these and other issues pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) to determine the full nature and extent of contamination at the Site.

The EE/CA investigation included installing groundwater monitoring wells, piezometers, and seep samplers, testing for the presence of landfill gas, and evaluating groundwater, surface water, and soil



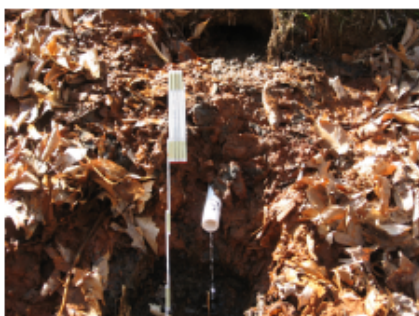
quality. A human health risk assessment (HHRA) and a screening level ecological risk assessment (SLERA) were conducted as part of the EE/CA.

FINDINGS FROM EE/CA

Based on the EE/CA, NPS has identified iron for surface water and tetrachloroethylene (PCE) for groundwater as contaminants of concern. The potential exposure points to park personnel, contractors and visitors are skin contact and ingestion of soil, sediment, and surface water, and skin contact with the seeps; however, this area is not open to the public and NPS operations within the site are limited to annual mowing and water quality/well monitoring. The contaminants of potential ecological concern are lead in soil, iron and lead in surface water, and PAHs, arsenic, iron and lead in the seeps. There are potential exposure risks through soil for mammals, birds, reptiles, invertebrates, plants and soil microbes. There are potential exposure risks through surface water and sediment for animals that might occupy the unnamed stream as well as semi-aquatic mammals and avian predators.

The following Removal Action Objectives have been established for the Site:

- Methane – Mitigate potential risks of explosion or fire
- VOC Groundwater Contamination – Reduce potential exposure to VOCs present in groundwater that could migrate to surface water and pose unacceptable risk to ecological receptors
- Unconsolidated Landfill waste on slopes and in stream – reduce exposure to human populations or animals to exposed landfill waste materials
- Comply with the NPS Organic Act (16 U.S.C. § 1, recently recodified as 54 U.S.C. § 100101(a)) for the non-impairment of resources for the enjoyment of future generations and non-derogation of values and purposes



COMMUNITY INVOLVEMENT

Once the EE/CA Report is finalized, the public will have the opportunity to provide written comments on the Fort Darling EE/CA Report, and to request a public meeting to ask questions or provide comments, for at least 30 days after the Report is made available. An associated Action Memorandum will also be released to the public after the EE/CA is approved.

An information repository has been established at the location identified below. The repository houses a copy of the Site administrative record file. CERCLA administrative record files consist of those documents that will form the basis for the

selection of the Site cleanup action. They include documents such as reports of all Site-related environmental investigations, ecological and human health risk assessments, community relations materials, public comments and responses to significant comments.

Fort Darling Landfill Site Information Repository:

Richmond National Battlefield Park
3215 East Broad Street
Richmond, VA 23223
Phone: (804) 226-1981
Mon.-Fri. 9:00 a.m. – 5:00 p.m.

FOR MORE INFORMATION...

If you have questions concerning the information contained in this Fact Sheet, please contact Kristen Allen, Richmond National Battlefield Park at (804) 795-5019.



Community Fact Sheet Fort Darling Landfill

National Park Service
U.S. Department of the Interior
Richmond National Battlefield Park
Summer 2008



SITE HISTORY...

The Fort Darling Unit of the Richmond National Battlefield Park is located in Chesterfield County on metropolitan Richmond's southern end, between the western bank of the James River and Interstate Highway 95. The historical fort is situated on Drewry's Bluff, overlooking the James River, and is reached via a walking trail that begins at the northern end of the access road.

Fort Darling has been preserved as a historically important military site used during the Civil War. With a single canon overlooking the James River from Drewry's Bluff, the Confederates successfully defended the City of Richmond from attacks by the Union Navy.

Between 1960 and 1969, Chesterfield County obtained ownership of several parcels of land surrounding Fort Darling, and operated a 10-acre municipal landfill on the 23-acre parcel to the south of Fort Darling from 1963 to 1972.

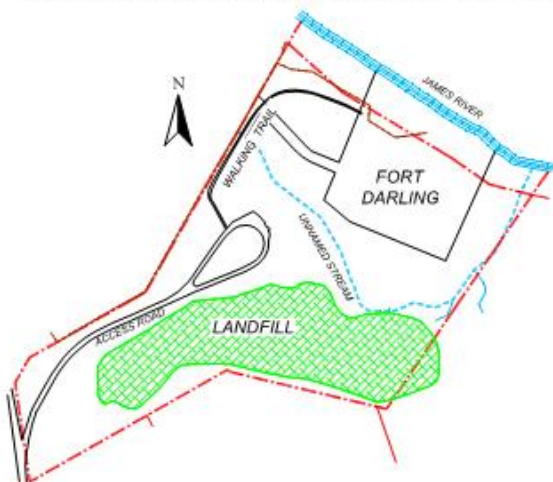
On December 8, 1975, the landfill and surrounding property were donated to the federal government by Chesterfield County, and are now managed by the National Park Service (NPS). The landfill and immediate vicinity are referred to as the Fort Darling Landfill Site (Site).



ENVIRONMENTAL INVESTIGATIONS...

Numerous environmental investigations related to the Site have been conducted since 1985, largely due to concerns associated with visible seeps along the toe of the former landfill. These seeps discharge to the unnamed stream flowing between the landfill and Fort Darling, resulting in orange-red iron deposits along the stream bed. Sampling of the landfill leachate, stream, stream sediments, and groundwater has indicated the presence of elevated concentrations of metals, as well as petroleum- and solvent-related contamination in the groundwater.

In 2008, NPS initiated an Engineering Evaluation/Cost Analysis (EE/CA) investigation to evaluate these and other issues pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) to determine the full nature and extent of contamination at the Site.





Investigatory field work for the EE/CA was conducted this spring. The field work included installing groundwater monitoring wells, piezometers, and seep samplers, testing for the presence of landfill gas, and evaluating groundwater, surface water, and soil quality. Also as part of the EE/CA, an ecological and human health risk assessment is being performed to identify risks posed by contaminants. The EE/CA also will evaluate the need for cleanup action as well as the effectiveness, feasibility, and cost of various cleanup alternatives. The EE/CA Report is scheduled to be ready for public review and comment later this summer. Following the public comment period on the EE/CA Report, that Report will be finalized and NPS will formally select the Site cleanup activities in a CERCLA Action Memorandum.



COMMUNITY INVOLVEMENT...

Community involvement is an important part of the CERCLA process. Once the EE/CA Report is ready, the NPS will host a public meeting to present the results of the investigations and to discuss the Site cleanup alternatives. The public meeting will provide the opportunity for interested parties to ask questions and provide comments. The public also will have the opportunity to provide written comments on the Fort Darling EE/CA Report for at least 30 days after the Report is made available.

Information repositories have been established in the two locations identified below. These repositories house

copies of the Site administrative record file. CERCLA administrative record files consist of those documents that will form the basis for the selection of the Site cleanup action. They include documents such as reports of all Site-related environmental investigations, ecological and human health risk assessments, community relations materials, public comments and responses to significant comments.

Fort Darling Landfill Site Information Repositories:

Richmond National Battlefield Park
3215 East Broad Street
Richmond, VA 23223
Contact: Kristen Allen
Phone: (804) 795-5019
Mon.-Fri. 9:00 a.m. – 5:00 p.m.

National Park Service
1050 Walnut Street, Suite 220
Boulder, Colorado 80302
Contact: Greg Nottingham
Phone: (303) 415-1483
Mon.-Fri. 9:00 a.m. – 4:00 p.m.

FOR MORE INFORMATION...

If you have questions concerning the information contained in this Fact Sheet, please contact Kristen Allen, Richmond National Battlefield Park at (804) 795-5019, or Greg Nottingham, National Park Service at (303) 415-1483.



APPENDIX D: COMMUNITY INTERVIEW QUESTIONNAIRE

1. Are you familiar with the environmental issues and investigation activities taking place at the Fort Darling Landfill Site?
2. If so, when did you or your organization first become aware of problems regarding this Site?
3. What is your understanding of the Site history?
4. Do you feel you, members of your organization, or your community, have been affected by Site contamination or Site activities?
5. Are you aware of local, state, or federal government interest or involvement in the Site?
6. How long have you lived in the community? How long have you been involved with your organization?
7. Do you know of any parties who were involved or responsible for sources of contamination at the Site? Do you know of any persons (particularly businesses) who used the Fort Darling Landfill for waste disposal during its active life? *[Advise residents that if they volunteer this type of information, they may be contacted for additional information.]*
8. What are your current concerns about the Site? What about other members of your organization?
9. Have you or your organization participated in activities concerning the Site? If so, what kind of activities?
10. Would you and your organization like to be involved in future activities? If so, how would you like to be involved (i.e., in what manner)?
11. How can we best provide you, your organization, or the community information concerning Site investigation and cleanup activities?
12. What kinds of information do you or members of your organization need concerning the Site and cleanup activities?
13. Can you suggest other individuals or groups that should be contacted for additional information about the Site?
14. Do you or your group members have a preference for meeting locations and times?
15. What are the most popular newspaper, TV stations, and radio stations in the community?



APPENDIX E: CONTACT INFORMATION

NPS will update contact information as necessary.

Site-Specific Contacts

For information about Site cleanup activities, please contact:

	Site Spokesperson	Park Contact
Name:	Kristen Allen	Kristen Allen
Title:		
Organization:	National Park Service, Richmond National Battlefield Park	National Park Service, Richmond National Battlefield Park
Address:	3215 East Broad Street, Richmond VA 23223	3215 East Broad Street, Richmond VA 23223
Phone:	804-795-5019	804-795-5019
Email:	Kristen.Allen@nps.gov	Kristen.Allen@nps.gov

Elected Official Contacts

Federal Elected Officials

	Senator	Senator
Name:	Senator Timothy Kaine	Senator Mark Warner
Title:	Virginia Senator	Virginia Senator
Address:	919 East Main Street, Suite 970 Richmond, VA 23219	919 East Main Street, Suite 630 Richmond, VA 23219
Phone:	804-771-2221	804-775-2314
Email or Webform:	www.kaine.senate.gov	www.warner.senate.gov

	House Representative
Name:	Representative Randy Forbes
Title:	Virginia District 4 Representative
Address:	9401 Courthouse Road, Suite 202 Chesterfield, VA 23832
Phone:	804-318-1363
Email or Webform:	



Virginia Elected Officials

	Governor	State Senator
Name:	Governor Terry McAuliffe	Senator Rosalyn Dance
Title:	Governor	Senator
Address:	1111 East Broad Street Richmond, VA 23219	422 East Franklin Street, Suite 301 Richmond, VA 23219
Phone:	804-786-2211	
Email or Webform:	https://governor.virginia.gov/	district16@senate.virginia.gov

	State House Representative
Name:	Delegate Delores McQuinn
Title:	District 70 Representative
Address:	P.O. Box 406 Richmond, VA 23218
Phone:	804-698-1070
Email or Webform:	deldmcquinn@house.virginia.gov

Richmond Elected Officials

	Mayor
Name:	Mayor Dwight C. Jones
Title:	Richmond Mayor
Address:	900 East Broad Street, Suite 201 Richmond, VA 23219
Phone:	804-646-7970
Email or Webform:	www.richmondgov.com/Mayor/



County Agency Official

	County Administrator	Environmental Manger
Name:	James J. L. Stegmaier	Jeff T. Howard
Title:	Chesterfield County Administrator	Environmental Manager
Organization:		General Services – Environmental Division
Address:	P.O. Box 40 Chesterfield, VA 23832-0040	P.O. Box 290 Chesterfield, VA 23832-0290
Phone:	804-748-1211	804-748-1297
Email or Webform:		

	Emergency Management Coordinator	Director of Environmental Engineering
Name:	Emily Dillon	Scott B. Smedley
Title:	Emergency Management Coordinator	Director of Environmental Engineering
Organization		Chesterfield County Environmental Engineering
Address:	P.O. Box 40 Chesterfield, VA 23832-0040	P.O. Box 40 Chesterfield, VA 23832-0040
Phone:	804-798-7068	804-748-1035
Email:		

Federal Agencies

	EPA Region 3	U.S. Fish and Wildlife Service
Name:	Samantha Phillips Beers, Esq.	Susan Lingenfelser
Title:	Director for the Office of Enforcement, Compliance and Environmental Justice	Supervisory Fish and Wildlife Biologist, Environmental Contaminants
Organization:	EPA Mid-Atlantic Region	Virginia Ecological Services
Address:	Mail Code 3EC00 1650 Arch Street Philadelphia, PA 19103-2029	Virginia Field Office 6669 Short Lane Gloucester, VA 23061
Phone:	215-814-2950	804-824-2415
Email:	Beers.samantha@epa.gov	Susan_lingenfelser@fws.gov



Local School District and Schools

	Chesterfield County Public Schools	Elizabeth Davis Middle School
Name:	Marcus J. Newsome, Ed.D.	Tamesa Grimes
Title:	Superintendent	Principal
Organization:	Chesterfield Public Schools	Elizabeth Davis Middle School
Address:	P.O. Box 10 Chesterfield, VA 23832	601 Corvus Court Chester, VA 23836
Phone:	804-748-1405	804-541-4700
Email:	ccpsinfo@ccpsnet.net	Tameshia_Grimes@ccpsnet.net

	Bellwood Elementary School	L.C. Bird High School
Name:	Jennifer Rudd	Dr. Laura Hebert
Title:	Principal	Principal
Organization:	Bellwood Elementary School	L.C. Bird High School
Address:	6536 Dawnshire Road Richmond, VA 23237	10301 Courthouse Road Chesterfield, VA 23832
Phone:	804-743-3600	804-768-6110
Email:	BWES_mail@ccpsnet.net	Laura_Hebert@ccpsnet.net

Community Organizations and Environmental Groups

	Chesterfield Preservation Committee	Virginia Conservation Network
Name:	Mary Ellen Howe	Jacob Powell
Title:	Chairman	Executive Director
Organization:	Chesterfield Preservation Committee	Virginia Conservation Network
Address:	601 Ravenscroft Drive Petersburg, VA 23805	422 East Franklin Street, Suite 303 Richmond, VA 23219
Phone:	804-861-5542	804-644-0283
Email:	haaschs@co.chesterfield.va.us	VCN@vcnva.org or Jacob@vcnva.org



	Chesterfield Historical Society	James River Association
Name:	Chesterfield Historical Society	Bill Street
Title:		Executive Director
Organization:		James River Association
Address:	P.O. Box 40 Chesterfield, VA 23832	9 South Street, 4 th Floor Richmond, VA 23219
Phone:	804-796-7121	804-788-8811
Email:	admin@chesterfieldhistory.com	bstreet@jrava.org

	Chesapeake Bay Foundation	Sierra Club Falls of the James Group
Name:	Ann Jennings	John Zeugner
Title:	Virginia Executive Director Capitol Place	Chair and Program Chair
Organization:	Chesapeake Bay Foundation, Virginia Office	Sierra Club Falls of the James Group
Address:	1108 East Main Street, Suite 1600 Richmond, VA 23219-3539	P.O. Box 25201 Richmond, VA 23260
Phone:	804-780-1392	804-258-5005
Email:		jjzeugner@comcast.net

	Richmond Audubon Society
Name:	Lewis Barnett
Title:	President
Organization:	Richmond Audubon Society
Address:	P.O. Box 26648 Richmond, VA 23261
Phone:	804-257-0813
Email:	president@richmondaudubon.org



Media

Newspapers

	Richmond Times-Dispatch	Chesterfield Observer
Title:	News Editor	Editor
Link:		
Contact Name:	John Hoke	Scott Bass
Contact Address:		P.O. Box 1616 Midlothian, VA 23113
Contact Phone:	804-649-6990 ext. 6344	804-545-7500
Contact Email or Webform:	news@timesdispatch.com	editor@LocalNewsLLC.com

	Richmond Free Press	Chester Village News
Title:	President/Publisher	
Link:		
Contact Name:	Jean Patterson Boone	Mark Fausz
Contact Address:	422 East Franklin Street Richmond, VA 23219	P.O. Box 2397 Chester, VA 23831
Contact Phone:	804-644-0496	
Contact Email or Webform:	news@richmondfreepress.com	info@villagepublishing.com

	Style Weekly
Title:	Editor
Link:	
Contact Name:	Jason Roop
Contact Address:	24 East 3 rd Street Richmond, VA 23224
Contact Phone:	804-358-0825
Contact Email or Webform:	Jason.Roop@styleweekly.com



Radio Stations

	WCVE Richmond NPR Public Radio/TV	WRIR Richmond Independent Radio
Address:	23 Sesame Street Richmond, VA 23235	P.O. Box 4787 Richmond, VA 23220
Phone:	800-476-2357	804-622-9747
Email or Webform:	sponsorship@ideastations.org	

	1140 WRVA/Q94 Richmond
Address:	3245 Basie Road Richmond, VA 23228
Phone:	804-474-0000
Email or Webform:	

Television Stations

	WRIC – ABC Affiliate – Channel 8	WHRL – Fox 35
Address:	301 Arboretum Place Richmond, VA 23236-2464	1925 Westmoreland Street Richmond, VA 23230
Phone:	804-330-8814	804-358-3535
Email or Webform:	news@wric.com	

	WWBT, Inc. NBC 12	WTVR CBS 6
Address:	P.O. Box 12 Richmond, VA 23218	3301 West Broad Street Richmond, VA 23230
Phone:	804-233-1212	804-254-3600
Email or Webform:	newsroom@nbc12.com	newstips@wtvr.com



APPENDIX F: NCP COMMUNITY INVOLVEMENT REQUIREMENTS

The NCP specifies the following community involvement requirements for the non-time-critical removal action at this Site:

Removal Action

Non-Time-Critical Removal Action

Required When	Requirement	Citation– 40 C.F.R.
	Designate a Site spokesperson.	§ 300.415(n)(1)
No later than when the Engineering Evaluation and Cost Analysis Approval Memorandum is signed	Establish an information repository near the Site, and establish an administrative record file and place in the information repository.	§ 300.415(n)(4)(i); § 300.800(a); § 300.805(a)
	Publish notice of availability of the information repository and the administrative record file in a major local newspaper of general circulation.	§ 300.415(n)(4)(i); § 300.820(a)(1)
Prior to completion of the Engineering Evaluation and Cost Analysis	Conduct community interviews.	§ 300.415(n)(4)(i)
	Prepare and issue a Community Involvement Plan.	§ 300.415(n)(4)(i)
Upon completion of Engineering Evaluation and Cost Analysis and publication of the Engineering Evaluation and Cost Analysis Report	Publish notice of availability and brief description of the Engineering Evaluation and Cost Analysis Report in a major local newspaper of general circulation.	§ 300.415(n)(4)(ii); § 300.820(a)(1)
	Provide a public comment period of at least 30 days for submission of written and oral comments. Upon timely request during the public comment period, extend the public comment period by a minimum of 15 additional days.	§ 300.415(n)(4)(iii); § 300.820(a)(2)
	After the close of the public comment period, prepare a written response to significant comments received during the public comment period; consider and respond to significant comments submitted before the public comment period, as appropriate; place any such responses into the administrative record file.	§ 300.415(n)(4)(iv); § 300.820(a)(2)