

# **Installation Restoration Program (IRP) Joint Base Cape Cod (JBCC)**

## ***Community Involvement Plan (CIP)***

***DRAFT FINAL***

*July 2025*



*Prepared by:*

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## **ACKNOWLEDGEMENTS**

*This Community Involvement Plan (CIP) has been updated and complies with Executive Order 14151, Ending Radical and Wasteful Government Diversity, Equity, and Inclusion (DEI) Programs and Preferencing, and replaces and supersedes the AFCEC CIP for JBCC, dated October 1, 2024.*

This CIP was developed through a collaborative effort of the Installation Restoration Program (IRP) and the U.S. Environmental Protection Agency (EPA). The Massachusetts Department of Environmental Protection (MassDEP) reviewed this revision and stated “MassDEP does not agree with the revisions to the October 2024 draft final CIP and reserves the right to provide comments in the future.” This CIP combines and updates the 2000 CIP, 2003 CIP Update, 2010 CIP Addendum and 2024 CIP. The CIP explains community involvement activities that AFCEC conducts at JBCC. AFCEC manages the IRP which is funded by the U.S. Air Force and U.S. Army with oversight by both the EPA and MassDEP. A CIP is both a federal and state requirement.

## COMMONLY USED ACRONYMS IN THIS DOCUMENT

|  |   |
|--|---|
| <b>AFCEC</b> = Air Force Civil Engineer Center   | <b>MCL</b> = Maximum Contaminant Level                      |
| <b>AFFF</b> = Aqueous Film Forming Foam  | <b>MMCL</b> = Massachusetts Maximum Contaminant Level       |
| <b>ANG</b> = Air National Guard  | <b>MMRP</b> = Military Munitions Response Program           |
| <b>CAC</b> = Community Advisory Council  | <b>NCP</b> = National Contingency Plan                      |
| <b>CERCLA</b> = Comprehensive Environmental Response, Compensation and Liability Act (also known as Superfund) | <b>NPL</b> = National Priorities List                       |
| <b>DD</b> = Decision Document  | <b>OLEM</b> = Office of Land and Emergency Management       |
| <b>DEI</b> = Diversity, equity and inclusion   | <b>OSWER</b> = Office of Solid Waste and Emergency Response |
| <b>DoD</b> = Department of Defense   | <b>PA</b> = Preliminary Assessment                          |
| <b>DX</b> = 1,4-dioxane  | <b>PCT</b> = Plume Cleanup Team                             |
| <b>EMC</b> = Environmental Management Commission   | <b>PFAS</b> = per- and polyfluoroalkyl substances           |
| <b>EPA</b> = Environmental Protection Agency, also U.S. EPA  | <b>PFOA</b> = perfluorooctanoic acid                        |
| <b>ESD</b> = Explanation of Significant Differences  | <b>PFOS</b> = perfluorooctane sulfonate                     |
| <b>FFA</b> = Federal Facility Agreement  | <b>PIT</b> = Public Information Team                        |
| <b>FS</b> = Feasibility Study  | <b>PP</b> = Proposed Plan                                   |
| <b>HRS</b> = Hazard Ranking System   | <b>RAB</b> = Restoration Advisory Board                     |
| <b>IAGWSP</b> = Impact Area Groundwater Study Program  | <b>RA</b> = Remedial Action                                 |
| <b>IART</b> = Impact Area Review Team  | <b>RACR</b> = Remedial Action Completion Report             |
| <b>IRP</b> = Installation Restoration Program  | <b>RD</b> = Remedial Design                                 |
| <b>JBCC</b> = Joint Base Cape Cod  | <b>RI</b> = Remedial Investigation                          |
| <b>JBCCCT</b> = Joint Base Cape Cod Cleanup Team   | <b>ROD</b> = Record of Decision                             |
| <b>LUC</b> = Land Use Control  | <b>SI</b> = Site Inspection                                 |
| <b>MassDEP</b> = Massachusetts Department of Environmental Protection  | <b>Superfund</b> = also known as CERCLA                     |
| <b>MCCC</b> = Massachusetts Military Reservation Military-Civilian Community Council                           | <b>TBD</b> = To be determined                               |

## **INTRODUCTION TO THE IRP**

The IRP is the program that cleans up soil and groundwater contamination resulting from historic military use of the southern portion of JBCC. Fuels, solvents, 1,4-dioxane, per- and polyfluoroalkyl substances (PFAS), and military munitions are investigated by the IRP. For the Superfund sites at JBCC the Air Force is the lead agency responsible for the IRP. The U.S. Environmental Protection Agency (EPA) and Massachusetts Department of Environmental Protection (MassDEP) oversee the Air Force's cleanup efforts. The Air Force also works with local and state public health officials and will continue to take response actions to eliminate exposure pathways that could put people at risk from base-related contamination.

Much progress has been made since the program's beginning in 1982 in addressing groundwater plumes. A groundwater plume is a body of groundwater containing contaminants that exceed federal and/or state safe drinking water standards. When chemicals from source areas travel downward through the sandy soils, they eventually reach the groundwater aquifer where they begin to dissolve in and move with the groundwater, on average one to two feet per day in the groundwater aquifer.

Many source areas have been cleaned up and groundwater plumes are undergoing pump-and-treat cleanup action both on and off-base; several remedial systems have been shut down because they successfully cleaned up the plumes and other systems are expected to be shut down in the coming years. Although many environmental cleanup decisions and remedies are in place, decisions remain to be made for several sites and plumes. In the future the program will continue to monitor, adjust, and shut down treatment systems as cleanup progresses. The Air Force conducts the most efficient cleanup operations while ensuring the protection of public health and the environment. The groundwater plumes toxicity has been greatly reduced because of pump and treat cleanup actions and natural processes. Current and former plumes receive long-term monitoring (LTM) to ensure protectiveness of public health and environment.

The primary potential health risk associated with contamination from JBCC is through drinking water wells. The IRP conducts extensive reviews to identify and test private wells in the vicinity of the plumes. In areas potentially affected by groundwater contamination the IRP has provided testing, bottled water, filtration, and replaced over 1,300 drinking water wells located off-base with municipal water. These actions helped reduce potential exposure to base-related contaminants. Surface water near groundwater plumes is tested, with results showing no public health concerns for the legacy solvent and fuel plumes. Chemicals related to fire-fighting foams used at JBCC have been detected in the surface waters of Ashumet and Johns Ponds, above the MassDEP cleanup standard for two of six PFAS in drinking water currently it currently regulates. However, those ponds are not used as a source for drinking water.

PFAS activities include remedial investigations, feasibility studies, developing decision documents and conducting response and removal actions. Note that all activities are subject to Department of Defense/Air Force funding and policies

## **OBJECTIVES OF THE CIP**

This CIP is intended to offer opportunities for the public to become informed and involved in the IRP at JBCC. It is intended to enhance coordination and information exchange between the community, IRP, EPA, and the MassDEP. The CIP provides an overall reference tool and plan for all interested in the cleanup program at JBCC. One of the goals of the community involvement program is to provide

concerned citizens with timely and accurate information about, and opportunities to be involved in, the IRP activities on and around JBCC. The CIP is based on previous plans, those of other Air Force installations, EPA Superfund Guidance, MassDEP input, ongoing community involvement activities, information gathered from a 2021 CIP questionnaire and input from the JBCC Cleanup Team and community members interested in and/or involved in the IRP (e.g., public, media, elected officials, local business and industry, and government representatives).

The major concerns of the respondents expressed in a 2021 CIP questionnaire survey were drinking water, contamination, water quality of area ponds/rivers/oceans, cancer, negative health effects, natural resources damages and cleanup progress. Information on the questionnaire and Joint Base Cleanup Team (JBCCCT) are found in later sections of this CIP. For more information on the cleanup program including the 2021 Groundwater Plume Maps and Information Booklet please visit: <https://jbcc-iagwsp.org/community/public/irp/>

The CIP will be revised and updated as the program progresses. Two updates are expected and planned for in the next 10 years.

### **COMMUNITY INVOLVEMENT PLAN GOALS**

- Identify concerns and interests regarding past, current, and future IRP activities at JBCC.
- Respond to community concerns by conducting activities to inform and involve the public in decision making and implementation of environmental initiatives to protect public health and the environment.

### **COMMUNITY INVOLVEMENT ACTIVITIES**

#### **Records of Decision (RODs)**

Formal decisions for groundwater plumes and/or source areas are published in RODs. All final RODs and other decision-making documents can be found on AFCEC's online searchable administrative record at <https://ar.cce.af.mil>.

#### **ROD Amendments**

In the future there may be new circumstances for a particular plume or source area that warrant a new evaluation of the decision and a change in approach. If the change is deemed a significant deviation from the ROD, a ROD amendment will be issued, and a public comment period will be held for that document.

#### **Explanation of Significant Differences (ESD)**

If changes occur in a cleanup system and these changes are significant, but without affecting the overall approach/goal of the system, an ESD will be issued and made available to the public to explain the new information and any adjustments to the cleanup system.

#### **JBCCCT**

The origin of AFCEC's JBCCCT goes back to 1993 when the Plume Management Process Action Team was formed. It consisted of citizens, military and regulatory officials. In later years the team was combined with other citizen advisory groups sponsored by AFCEC. The National Guard Bureau (NGB),

through its Impact Area Groundwater Study Program (IAGWSP) at JBCC, also supported a citizen advisory team called the Impact Area Review Team. In May of 2008 the Air Force and Army teams began meeting together and were soon combined into one team to cover issues from both cleanup programs.

Two environmental cleanup programs at JBCC are addressing areas of groundwater contamination, known as plumes, and their sources. The AFCEC IRP is addressing contamination found primarily on the southern portion of JBCC. The IAGWSP is addressing contamination from historic activities at Camp Edwards on the northern 15,000 acres portion of JBCC. Both programs' efforts are being conducted with oversight from the EPA and MassDEP. The JBCCCT provides community feedback to the agencies on program activities and plans.

The IRP cleanup is regulated under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA). The IAGWSP cleanup is regulated under the Safe Drinking Water Act (SDWA). While both have robust community involvement programs that use web sites, public meetings, news releases, neighborhood notices, public comment periods and other publications to update community members on the programs' progress and to solicit their input on cleanup actions, this CIP and the activities outlined herein only pertain to the AFCEC IRP actions conducted under CERCLA.

The IAGWSP has a separate Community Involvement Plan that very closely mirrors the IRP's. The plan underwent a public comment period when it was first published but, because the IAGWSP is governed under the SDWA, there is not the same requirement for formal updates as there is for the IRP under CERCLA. However, the policies and procedures outlined in the IAGWSP plan have been followed throughout the program's history. Since the initial publication, additional community interviews were conducted by the IAGWSP, and the outreach methods and community involvement techniques described in the plan have been updated similarly to the IRP's. IAGWSP outreach activities will continue to be briefed at various JBCC Cleanup Team and other public meetings. For information on the IAGWSP please see the points of contact on page 5.

The JBCCCT serves as AFCEC's Restoration Advisory Board (RAB). See "Restoration Advisory Board Guidelines" later in this CIP for more information. JBCCCT meetings, which are open to the public and generally occur 3-4 times per year, provide a forum for community input regarding issues related to both cleanup programs. For more information on the JBCCCT, including membership, please see Points of Contact on Page 5.

### **Webpage**

AFCEC has a webpage: <https://jbcc-iagwsp.org/community/public/irp/>. It contains information related to public meetings and comment periods, the plume book, etc. Documents requiring public comment are posted to this webpage during the associated comment period.

### **Administrative Record**

AFCEC's Administrative record is located online at <https://ar.cce.af.mil>. The Administrative Record (AR) contains all documents related to the decision-making process for all sites/plumes under AFCEC's purview. You can enter key word(s) to find desired documents by typing in the "Subject or Title" and hitting "Search". To access documents for which you have a document number, enter that number into the "AR #" field, and click on "Search". The record should appear at the bottom. Select the magnifying glass symbol under the "View" column and the report should download/open.

## Information Repositories

AFCEC will make documents requiring public comment available to the public. The Upper Cape Cod libraries have internet access for the public and are provided electronic copies of documents requiring public comment. A notice will be placed in the Upper Cape Falmouth, Mashpee, Sandwich and Bourne Enterprise Newspapers and the Cape Cod Times Newspaper announcing all comment periods. All comments submitted will be considered by the agencies before a final decision is made. Final decision documents will be made available online through the AFCEC Administrative Record (AR). Final documents on source areas and groundwater plumes will be provided to the applicable town(s) that the report relates to. A staff member at each library has been consulted with by AFCEC to ensure they understand and can provide access for the public at their library and to AFCEC's online AR.

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## Site Email Lists

AFCEC will continue to maintain a site email distribution list for people interested in receiving information about the program. Emails and mailings (as required) will pertain to documents such as Proposed Plans, ROD Amendments, public comment periods and other significant documents/activities along with notice of upcoming meetings. Additional lists for site specific projects/neighborhoods are also maintained as appropriate. News releases, neighborhood notices, and paid advertisements will continue to contain information on joining the site email list as well as encouraging membership on the RAB. To be added to the site email list or inquire about RAB membership please contact AFCEC Community Involvement. See Points of Contact (POCs) on Page 5.

## Point of Contact/Telephone Number for Public and Media Queries

AFCEC provides a contact for public and media queries. See POCs on Page 5.

## Cleanup Update, Informational Booklets and Fact Sheets

In the past, AFCEC issued a plume booklet detailing the status of all groundwater plumes associated with the IRP. The Army also has issued similar publications on IAGWSP cleanup activities. In 2009, the IRP and IAGWSP agreed to participate in a joint effort to produce a streamlined booklet summarizing the cleanup status of both programs now called the JBCC Cleanup Update. The most recent edition was in 2019. These and other booklets and publications may be created and/or updated and will be made

available to the public online, at meetings, etc. An update of the AFCEC Plume Booklet was issued in 2021 and is posted on AFCEC's webpage at: <https://jbcc-iagwsp.org/community/public/irp/> and available upon request.

### **Land Use Controls (LUCs)**

LUCs are in place to prevent exposure to, and use of, contaminated soil and groundwater before cleanup levels are met. Formal LUCs will be defined in the future decision documents for those respective PFAS sites/plumes. Prior to the decision documents, either interim LUC areas are defined, or outreach areas are conservatively defined and used as a guide to screen for drinking water uses and potential exposure.

LUCs used by AFCEC to reduce the possibility of exposure to contaminants include the following:

- Fences/signs were installed around the main base landfill (LF-1) and other source areas.
- Well drilling prohibitions on the JBCC for potable water supplies are in place.
- Bourne, Falmouth, Mashpee, and Sandwich well drilling prohibitions and testing requirements for potable water supplies are in place.
- AFCEC continues to monitor local Dig Safe notices to look for well drilling activities and follow up as needed.
- AFCEC conducts a program to verify the status of existing private and irrigation wells located on parcels in the footprint or in the future path of groundwater plumes. This ongoing effort involves direct contact with homeowners and collaboration with the local Boards of Health. AFCEC is also required to provide EPA and MassDEP with an annual LUC Letter Report on the information, management, and reporting of LUCs.
- Safety pamphlets have been generated for the Mock Village and the Old K Range Military Munitions Response Program (MMRP) sites stressing the 3Rs: Recognize, Retreat and Report.

### **Five-Year Review**

The purpose of the Five-Year Review is to evaluate the implementation and performance of a site cleanup remedy to determine if the remedy is or will be protective of human health and the environment. AFCEC follows EPA guidance for Five-Year Reviews (OSWER 540-R-01-007, dated June 2001 and additional guidance issued in 2016 by EPA, OLEM Directive 9200.0-89).

AFCEC is required to evaluate each site to answer the following questions regarding the protectiveness of cleanup actions that have occurred or are occurring at the site:

- A. Is the remedy functioning as intended by the decision documents?
- B. Are the exposure assumptions, toxicity data, cleanup levels, and remedial action objectives used at the time of the remedy still valid?
- C. Has any other information come to light that could call into question the protectiveness of the remedy?

News releases are required to announce the start and completion of the Five-Year Review. A paid advertisement in a local newspaper is required to announce the Final Five-Year Review along with a short summary of findings. The Five-Year Review will be made available to the public by providing it to the local libraries, the AFCEC web page, and the AFCEC AR. The last Five-Year Review was completed in September 2023, covering the years 2017-2022.

### **Speaking Engagements and Tours**

AFCEC supports invitations for speaking engagements and tailor's presentations to the requestor's preference. Tours of cleanup activities will be supported. See POCs on Page 5.

**Neighborhood Notices**

When conducting work that may result in high interest, noise and/or disruption to travel/driveway access, AFCEC will hand-deliver, email or mail notices to homes in the surrounding area to explain the nature of the work/activity and provide a contact for questions. A minimum 500-foot radius around work areas will be researched for nearby homes and a notice will be provided prior to the start of work.

**Informational Meetings/Posterboard Sessions**

When conducting work that may result in high interest, noise and/or disruptions to travel/driveway access, AFCEC may schedule an informational meeting/posterboard session in that neighborhood to fully explain the nature of the work/activity, answer questions, and provide a contact for future questions or concerns.

**News Releases**

News releases regarding significant activities, public meetings, comment periods, etc., will be issued to the local media and distributed to AFCEC's site email and other stakeholder email lists. Contact AFCEC Community Involvement to be added to the list. See Contacts on Page 5. News releases will normally undergo regulatory review prior to dissemination to the public. For particularly urgent matters, prior coordination may not be possible, although the agencies would be notified prior to release.

**Annual Briefings for the BOH**

AFCEC will offer annual updates to the Boards of Health (BOHs) in Falmouth, Mashpee, Sandwich, and Bourne. These updates are a formal requirement from a prior groundwater plume ROD. AFCEC will provide the annual summary letter reports for groundwater plumes, updated plume maps and other information to the BOHs annually. AFCEC also coordinates with the BOHs regarding new drinking water and irrigation wells and wells planned to be restarted in groundwater plume areas.

**Annual Briefings for the Boards of Selectmen**

AFCEC will attend annual JBCC Commanders' updates to the Boards of Selectmen in Falmouth, Mashpee, Sandwich, and Bourne. These updates are usually televised on local cable TV and offer an excellent opportunity to convey information to the public. Meetings are coordinated through the Executive Director's Office at JBCC.



## **Community Consultation**

AFCEC strives to create partnerships at the community level with those most directly affected by the extent of soil and groundwater contamination associated with JBCC and to provide fair treatment of all community members. This is done by providing information and public participation opportunities for all stakeholders.

AFCEC consults with local Tribal Nations when engaging in construction and other activities at on and off-base locations that may have been or are currently used by tribes and could unearth artifacts or raise other tribal concerns. The Wampanoag Tribe of Mashpee has consistently shown interest in AFCEC activities over the years and AFCEC continues to work with the tribe. AFCEC has also reached out several times in the past to the Wampanoag Tribe of Gay Head (Aquinnah) on Martha's Vineyard. The Aquinnah Tribe has had little or no interest in AFCEC activities.

AFCEC has worked directly with thousands of homeowners through its outreach program to identify and evaluate private wells in groundwater plume areas, so they have been made aware of the program, issues and who to contact for more information. The Upper Cape population is relatively older than the state average and limited English-speaking residents are a rarity. Thus, translation services do not appear to be warranted.

AFCEC works with the base commanders to ensure base residents have access to program information through periodic updates to the commanders and making products like the AFCEC Plume Book and other information available online and in print to base tenants and commands.

The Otis Notice (JBCC monthly newspaper) is on the AFCEC "news media" email list for announcements about program activities including meetings, comment periods, and available documents and informational materials. In addition, the IRP attends and participates in various committees and meetings to share IRP information that could affect other agencies and base tenants/residents. This includes: JBCC Community Involvement (CI) group meetings where CI representatives from the various agencies meet and share information; CI meetings with regulatory agencies; Military-Civilian Community Council meetings with community stakeholders; and Joint Oversight Group monthly meetings of the base commanders and community stakeholders. AFCEC has also provided informational materials to the Coast Guard Housing Office in the past and will continue to do so.

AFCEC works to provide meaningful involvement for potentially affected community members and understands:

- (1) The need to provide appropriate opportunities for community members to provide valuable input to decision makers about a proposed activity that can affect their environment and/or health.
- (2) The public's contribution can influence the regulatory agency's decision.
- (3) The concerns of all participants involved will be considered in the decision-making process; and
- (4) The decision-makers seek out and facilitate the involvement of those potentially affected.

A variety of technical assistance services may be available to help communities with the following:

- Reviewing, interpreting, and explaining Superfund cleanup decision documents.
- Reviewing, interpreting, and explaining other site-related technical and scientific reports.
- Providing information about site-related basic science, environmental policy, and related resources.

- Helping communities understand health risks.
- Helping the community identify reasonably anticipated future land uses to inform remedial actions and understand how land use can impact remedies.
- Preparing outreach materials
- Presenting educational programs on site-related technical issues or subjects.
- Helping to resolve conflicts among stakeholders.

Resources for more information:

[https://19january2021snapshot.epa.gov/superfund/superfund-technical-assistance-communities\\_.html](https://19january2021snapshot.epa.gov/superfund/superfund-technical-assistance-communities_.html)

Deneen Simpson

Director, Environmental Justice Program

Massachusetts Department of Environmental Protection 100 Cambridge Street, 9th Floor

Boston, MA 02114

Phone (857) 406-0738

Email: [deneen.simpson@mass.gov](mailto:deneen.simpson@mass.gov)

<https://www.mass.gov/orgs/massachusetts-department-of-environmental-protection>

### **Support of Joint Initiatives with IAGWSP and others**

AFCEC will continue to support additional community involvement activities with the other environmental programs at JBCC. These efforts include, but are not limited to, joint fact sheets, joint appearances at boards of health/selectmen meetings, the JBCCCT, realtors' meetings, and support of visitors interested in a multi-agency tour.

### **Remedial Action Completion Report (RACR) and Deletion**

A No Further Remedial Action Planned Decision Document is issued if there is a determination that the site can be closed after a Site Inspection (SI), Expanded SI, or a Comprehensive Site Evaluation Phase II investigation. A RACR is issued after a ROD is signed and cleanup is completed.

### **CIP Updates**

Future CIP revisions will undergo a 30-day public comment period. Notice of such comment periods will be placed in the Falmouth, Bourne, Mashpee and Sandwich Enterprise Newspapers and the Cape Cod Times through a paid advertisement, and a news release will be issued to AFCEC's email lists that includes the news media. The draft and final versions will be posted to AFCEC's webpage. Comments received during the comment period will be addressed in a responsiveness summary that will be attached to the final CIP.

## **LOCAL OFFICIALS/CONTACTS**

AFCEC makes great efforts to communicate its program activities to a wide variety of stakeholder groups including town officials and advisory groups. The following are contacts that are additional sources of information.

### **Barnstable County**

Sean O'Brien  
Director, Dept. of Health, and Environment  
Old County Jail  
3195 Main Street  
Barnstable, MA 02630  
Phone: (508) 375-6618  
sobrien@barnstablecounty.org

Tim Pasakarnis  
Water Resources Program, Cape Cod  
Commission  
P.O. Box 226  
3225 Main Street  
Barnstable, MA 02630  
Phone: (508) 362-3828  
tim.pasakarnis@capecodcommission.org

### **Bourne**

Board of Selectmen  
Town Hall  
24 Perry Avenue  
Bourne, MA 02532 -3441  
Phone: (508) 759-0600, Option 1  
mmccollem@townofbourne.com

Board of Health  
Kaitlyn Shea  
Health Director  
Phone: (508) 759-0600, ext.  
1513  
Kaitlyn Shea  
kshea@townofbourne.com

Conservation Commission  
Stephanie Fitch  
Conservation Agent  
Phone: (508) 759-0600 ext.  
1344  
s.fitch@townofbourne.com

### **Falmouth**

Select Board  
Town Hall  
59 Town Hall Square  
Falmouth, MA 02540  
Phone: (508) 495-7320  
selectboard@falmouthma.gov

Board of Health  
Scott McGann  
Health Agent  
Phone: (508) 495-7485  
health@falmouthma.gov  
scott.mcgann@falmouthma.gov

Conservation Commission  
Jennifer Lincoln  
Administrator  
Phone: (508) 495-7445  
concom@falmouthma.gov

### **Mashpee**

Board of Selectmen  
Town Hall  
16 Great Neck Road North  
Mashpee, MA 02649  
Phone: (508) 539-1401  
rccollins@mashpee.gov

Board of Health  
Zackery Seabury  
Health Agent  
Phone: (508) 539-1426  
zseabury@mashpeema.gov

Conservation Commission  
Andrew McManus  
Conservation Agent  
P.O. Box 208  
Mashpee, MA 02649  
Phone: (508) 539-1424  
amcmanus@mashpeema.gov

**Sandwich**

Board of Selectmen  
Town Hall  
P.O. Box 660  
Sandwich, MA 02563  
Phone: (508) 888-4910  
selectmen@sandwichmass.org

Board of Health  
Heather Gallant  
Health Agent  
100 Route 6A  
Sandwich, MA 02563  
Phone: (508) 888-4200  
Fax: (508) 833-0018  
hgallant@sandwichmass.org

Department of Natural Resources  
David DeConto  
Director  
100 Route 6A  
Sandwich, MA 02563  
Phone: (508) 833-8054  
ddeconto@sandwichmass.gov

## **RESTORATION ADVISORY BOARD GUIDELINES**

### **Joint Base Cape Cod, Massachusetts**

#### **MISSION**

The Restoration Advisory Board (RAB) at Joint Base Cape Cod (JBCC) is also known as the Joint Base Cape Cod Cleanup Team (JBCCCT). The RAB is an organization composed of representatives of the Air Force and Army National Guard, regulatory and other agencies, and citizens of the surrounding Upper Cape Cod communities of Falmouth, Mashpee, Sandwich and Bourne. The RAB is one of many community involvement participation opportunities offered in AFCEC's Community Involvement Plan.

The RAB:

- Advises AFCEC, the Army National Guard and regulatory agencies to help achieve a more effective investigation and cleanup of JBCC under the Department of Defense's cleanup programs.
- Provides input to the IRP, IAGWSP and regulatory agencies on matters such as plume clean-up alternatives and on recommendations/proposals that are technically feasible, cost-effective, provide for risk reduction, and obtain overall effectiveness.
- Provides an opportunity for IRP and IAGWSP to present proposed plans, public hearings, or equivalent to the public, addresses questions and concerns, and obtains verbal and/or written comments.

The RAB will concern themselves with the investigations, proposed plans for cleanup, and helping to foster better community relations and communicating plans and progress to the general community.

#### **BASIS AND AUTHORITY FOR THE RAB**

The basis and authority for this RAB are contained in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 120(f), 121(f) and 10 USC 2705, enacted by Section 211 of SARA. Although the Massachusetts Contingency Plan is not an ARAR under CERCLA, it is noted that the JBCCCT/RAB also satisfies the MCP Subpart N which is related to the public involvement regulations for remediation sites in Massachusetts.

#### **CO-CHAIRS**

The co-chairs are the IRP and IAGWSP representing the military, and a community RAB member. By email or during a meeting of the JBCCCT, the facilitator will ask for a citizen volunteer to serve as the community co-chair. A simple majority or non-opposition of support (if less than a majority) by team members nominates a citizen co-chair. Final approval is by concurrence from the planning group members (IRP, IAGWSP, EPA and the MassDEP) either at a meeting or by email, phone, or video conference. The community co-chair shall rotate after six meetings. The length of the citizen co-chair appointment may be extended beyond six meetings if there is no interest from another citizen team member in serving in that role. The facilitator will be a military or community member co-chair or other

planning group member (EPA or MassDEP). The role of the facilitator is to help with meeting effectiveness, adherence to team guidelines and to facilitate discussion and consensus building.

### **PLANNING GROUP**

The planning group consists of representatives from the IRP, IAGWSP, EPA and the MassDEP. The citizen co-chair will be consulted on the draft agenda before it goes to the full team and is announced publicly.

### **MEETING FREQUENCY**

The RAB meets two to four times per year and/or as necessary. Team members may suggest topics for future meetings.

### **SUMMARY**

General meeting minutes are reviewed by members for accuracy. If a correction is needed the minutes will be amended and reissued to the team and posted on AFCEC's webpage. Action items identified during a meeting are noted and addressed. For meetings that have a Proposed Plan (PP) public hearing, all comments submitted during the formal public hearing portion will be transcribed and addressed in a responsiveness summary that is attached to the final decision document. RAB minutes that reflect decision-making will be added to the AR.

### **GROUND RULES**

#### **Team Membership**

New team members will be recruited, evaluated, and appointed as follows:

- All paid advertisements for announcing team meetings will include contact information for joining the RAB.
- Interested parties can apply for membership by submitting an email request to join the team. Such emails should be sent to the contact(s) listed in the paid advertisement.
- New membership will be discussed at the next team meeting. At the meeting applicants will be offered the opportunity to summarize their interest in joining the team. Unless there is opposition to new membership by an existing member, then the applicant will be approved and will start serving immediately. Such discussions and decisions will be documented in the meeting minutes.
- If an applicant's membership is opposed by a member, then the planning group (IRP, IAGWSP, EPA and the MassDEP) will decide membership either at the meeting or later based on input received. Such discussions and decisions will be documented in the meeting minutes and/or action items.
- JBCC RAB membership as of June 2025:
  - Carl Champion, AFCEC IRP **\*Expected on-board date is July 13, 2025**
  - Michael Bingham, East Falmouth, MA
  - Tom Cambereri, Centerville, MA
  - Shawn Cody, IAGWSP
  - Michael Cusack, Mashpee, MA
  - Jodi Lyn Cutler, IAGWSP
  - Phil Goddard, Monument Beach, MA
  - Jason Zimmer, Massachusetts Division of Fisheries and Wildlife

- Douglas Karson, AFCEC IRP
- Meredith Kilpatrick, Mashpee
- Ron Klattenberg, East Falmouth
- Bob Lim, EPA
- Pamela Mulveyhill, Sandwich
- Tim Pasakarnis, Cape Cod Commission
- Len Pinaud, MassDEP

### **Responsibilities of Members**

- Members strive to maintain a balance between the four surrounding towns and the base community, affected neighborhoods, the kinds of organizations represented, and the interests of the members. The team will seek to have at least one member from each town, if possible. Where appropriate, the team will seek out members with technical or other kinds of expertise. Some members may represent a community, neighborhood, or organization.
- Make recommendations to the IRP and IAGWSP regarding investigation, remedial and community involvement activities.
- Attend all the regularly scheduled meetings. Members will notify a planning group member if they cannot attend. Attendance will be noted in the minutes.
- Present their own views and be willing to engage in respectful, constructive dialogue with other members of the group.
- Strive, throughout the process, to bridge gaps in understanding, to seek creative resolution of differences, and to commit to the goal of achieving consensus on topics under discussion.
- Team members are always welcome to offer their individual viewpoints verbally or in writing.
- Acknowledge that their service on the team is voluntary, and no compensation will be provided for participation by the IRP or IAGWSP.

### **Communication among Team Members**

To facilitate an open and collaborative discussion, team members will seek to abide by the following rules:

- Only one person will speak at a time, and no one will interrupt when another person is speaking.
- Each person will express his or her own views rather than speaking for others at the table.
- No one will make personal attacks or issue statements blaming others for specific actions or outcomes. If a personal attack is made, the facilitator will ask the members to refrain from personal attacks. If personal attacks continue, the facilitator will ask the group to take a break to “cool off”.
- Each person will make every effort to stay on track with the agenda and avoid grandstanding and digressions to move the deliberations forward.
- Each person will strive to listen well and be open minded.
- The team will provide opportunities for the general public's questions and comments.
- Meeting Notices:
  - For online meetings, paid advertisements are placed just as for in-person meetings.
  - Hybrid meetings (both online and in-person) may be conducted.
  - Notices to AFCEC’s stakeholder email lists also occurs.
  - Notice includes the online link and other meeting information including use of a “chat box” and “raise your hand” options.
  - Comments, questions, discussion provided during the meeting in the chat box will be included as part of the meeting minutes summary.

Although each JBCCCT meeting (virtual and/or in-person) will be managed by a facilitator, members are expected to communicate concerns, interests and ideas openly and to make the reasons for their disagreements clear. If a member is unable to speak about a concern directly to another member, he or she can contact the facilitator by phone, mail, email, or in person. The facilitator will serve as a channel for such concerns. Upon request, all information or views shared during conversations with the facilitator will be kept confidential.

If a meeting or meetings generate a consensus on specific issues and/or recommendations, members agree to support and advocate for the agreement within their own organizations and stakeholder groups as well as with the public.

To the extent that the process does not reach a final consensus on some or all issues, members shall retain the right to comment negatively on those aspects of the agreement that are not based on a final consensus.

To keep on track, the facilitator may need to temporarily stop the proceedings and inquire if the members wish to continue past the planned time; and, if so, for how long.

### **Decision Making**

Members' general opinions are expressed and consensus on an issue may be achieved and will be noted. RAB members will have the opportunity to provide oral and written comments on proposed plans during the required public hearing that is normally conducted as part of a RAB meeting. AFCEC considers all comments that are received. All comments (written and oral) that are received are included in a "Responsiveness Summary" that is attached to the ROD when issued. EPA signs RODs and other decision documents with MassDEP providing concurrence.

### **Standard Agenda**

Standard agenda items include:

- Ground rules/agenda review, review of previous meeting minutes.
- Any late breaking or recent news.
- An IRP update of on-going investigation and cleanup activities.
- An IAGWSP update of on-going investigation and cleanup activities.
- A public health issue, if timely and newsworthy.
- Presentations given as part of a required public comment period.
- Required public hearing to solicit comments on proposed plans.
- Community Involvement issues and activities when appropriate with a goal of helping maintain an effective exchange of information between the Upper Cape community and all agencies that are involved with the environmental cleanup at JBCC.
- Presentations by EPA or MassDEP on subjects that affect either AFCEC or IAGWSP programs.

### **Removal of a RAB Member**

Membership Status will be verified by the following:

- Failure of the member to attend AT LEAST ONE (1) meeting, without notification, in a calendar year will result in a planning group member contacting the non-attending member to ascertain their desire to remain on the team. Non-attendance of SIX (6) consecutive meetings shall be grounds for potential removal as a member if the RAB and planning group members agree.

The RAB may remove a member under two (2) conditions both of which must be met:

- With a majority of members stating they wish a member would be removed.
- Concurrence from the Planning Group (IRP, IAGWSP, EPA and MassDEP).



If concurrence is not reached and a problem continues to exist on the team, AFCEC as the lead agency for the IRP, may opt to discontinue supporting the RAB if meetings are deemed to be unproductive.

Removal must be justified by one of the following:

- Any sustained personal activity or disruption that inhibits the RAB from achieving RAB goals and objectives.
- Existence of a conflict of interest that inhibits the member's regular participation in RAB discussions.
- Moving out of the jurisdiction or community the RAB member represents. The member may still participate as a private citizen as all meetings are open to the public.
- Non-attendance of six consecutive meetings.

## **RESOURCES**

IRP's and IAGWSP's staff are available to support planning, coordination and conductance of meetings. Contractors provide meeting minutes, presentations and presenters. A co-chair (IRP, IAGWSP or citizen member) will typically facilitate the meeting, although MassDEP and EPA can occasionally serve in that role if needed. Meeting materials (agenda, past meeting summary, response to action items, new member requests), are emailed to team members approximately 7-10 days prior to the scheduled meeting. Notice is published in the local newspapers, on the IRP and IAGWSP web pages, and emails are sent to various stakeholder groups announcing each RAB meeting. Presentations are posted to both IRP and IAGWSP web pages no later than the day of the meeting.

## **AMENDMENT TO GUIDELINES**

The RAB guidelines may be amended by a majority (more than 50%) of the RAB members present at a meeting if the proposed amendment language was provided to the team at the prior meeting or prior to the current scheduled meeting (materials normally sent out 10 days prior to a meeting).

## **RAB DISSOLUTION**

The Air Force and Army National Guard will consider the level of current team and public interest in the JBCC cleanup programs; and, if it is determined that there is little or no future public interest expected then the planning group members can decide to move the RAB into an indefinite hiatus. Eventual dissolution is to be decided based on the continuance of non-interest. The RAB may be reactivated if significant new public interest is evidenced due to issues that may arise. A final decision for RAB dissolution will be made by the IRP and IAGWSP in consultation with the other planning group members (EPA and MassDEP) along with consideration of input from the RAB co-chair and other RAB members.

## APPENDICES

### Appendix A: Current IRP and MMRP Status

Extensive information on AFCEC's IRP and MMRP programs is available through various sources:

- Five-Year Reviews are announced at the start and completion of the review. The Final Five-Year Review is made available on AFCEC's online Administrative Record at: <https://ar.cce.af.mil>. The last two Five-Year Reviews were conducted in 2018 and 2023. The next Review is scheduled for 2028.
- IRP webpage: Program information including recent presentations, fact sheets and announcements are available at <https://jbcc-iagwsp.org/community/public/irp/>
- AFCEC Online Administrative Record: Contains all AFCEC documents used in the decision-making process at JBCC. Documents are contained in a searchable database at: <https://ar.cce.af.mil>.
- Local libraries are provided documents related to public comment periods for the AFCEC program. A listing of the libraries can be found earlier in this CIP.
- For questions/requests related to electronic or hard copies of documents contact AFCEC community involvement at (508) 524-9206 or [douglas.karson@us.af.mil](mailto:douglas.karson@us.af.mil).

#### IRP Source Areas

The 1986 Task 6, Phase I, Records Search identified 61 potential locations. Additional sites have been added since that report's issuance. According to EPA guidance, sites or portions of sites, that meet the standard provided in the National Oil and Hazardous Pollution Contingency Plan (NCP), i.e., no further response is appropriate and may be the subject of entire or partial deletion.

There are over 100 locations on JBCC that have been evaluated as part of the Air Force cleanup efforts. Many of those locations were confirmed as source areas that contributed to soil and/or groundwater contamination at some point in the past and over 70 source areas have been cleaned up.

In some cases, source areas have contributed to groundwater contamination at concentrations exceeding Maximum Contaminant Levels (MCLs), Massachusetts MCLs (MMCLs), or other cleanup standards, thereby creating a groundwater plume (contaminants in groundwater). In late 2007, EPA published in the Federal Register a partial delisting of 61 source areas from the Superfund cleanup at JBCC. These source areas have been investigated and, where needed, cleanup actions were completed. Determinations of no further response and no further risk to human health and the environment have been made for these sites. The sites that are associated with groundwater plumes were not included, although investigation and/or cleanup may have been completed.

Although some sites are located within plume boundaries from the two-dimensional perspective, site investigation data and plume data demonstrate that these sites are not connected to plumes. Therefore, EPA agreed that it is acceptable to partially delist a source area site while a groundwater plume is undergoing cleanup. The partial deletion does not include groundwater plumes where cleanup levels have not been met or sites where investigation or cleanup is ongoing. If any new contamination information about a previously delisted site becomes available, EPA may reopen that site.

#### IRP Groundwater Plumes

For the most recent summary/status of plumes, source areas, monitoring, and decisions, please refer to the 2023 Final 6th Five-Year Review 2017-2022 or the most recent Annual Land Use Control Letter Report both of which are found in the AFCEC Administrative Record: <https://ar.cce.af.mil>. Select Joint

Base Cape Cod and search for “Five-Year Review” or “Land Use Control Letter Report”. Presentations for meetings are available at <https://jbcc-iagwsp.org/community/public/irp/>.

AFCEC is currently addressing 18 groundwater plumes as of September 2024. Treatment facilities are cleaning approximately eight million gallons of groundwater per day. Several of the plumes identified many years ago have shown dramatic decreases in size and contaminant concentrations and have been closed. This is the result of years of groundwater treatment. Four plumes were closed out in 2021-2022. They are Chemical Spill-20 (CS-20), CS-23, Fuel Spill-1 (FS-1) and FS-29. One plume (FS-13) is no longer defined. New plumes containing emerging contaminants 1,4-dioxane and/or per- and polyfluoroalkyl substances (PFAS) are being investigated and response actions are being taken. There are 10 PFAS sites and three 1,4-dioxane sites in the program. Groundwater plumes contain levels of chemicals above safe drinking water standards defined by multiple test wells. Some plumes have undefined source areas which contributed to the creation of these plumes.

An emerging contaminant is any chemical that has not been commonly monitored in the environment and has the potential to cause known or suspected adverse ecological or human health effects. They may not have been recognized in the past due to testing limitations, unknown risks and/or lack of a cleanup standard. Emerging contaminants can also include new chemicals that are developed and used. See the LUCs section for more information.

Some plumes that did not have identified source areas have already been cleaned up and closed (CS-20, CS-23, and FS-29). Sometimes, a one-time release can result in contamination and natural attenuation can clean up the source area (soil) before a groundwater plume is even discovered. Not all source areas contribute to groundwater contamination either. AFCEC has made substantial progress in cleaning up the groundwater with or without knowing the sources of contamination. The solvent and fuel plumes have been greatly reduced in size over the past two decades. Although sources for some of the plumes were not determined AFCEC believes that those are no longer a significant contributing source to the plumes as evidenced by their cleanup. However, should periodic testing of AFCEC’s monitoring well network indicate a potential concern in soil or groundwater then further research and testing will be pursued. Investigations are ongoing for PFAS. Most of the plumes have migrated from the JBCC beyond the base boundary and are currently in various stages of groundwater monitoring and cleanup.

AFCEC has remedial investigations that are ongoing for PFAS. Response actions related to PFAS have included providing bottled water, water filtration, and municipal hookups for affected private wells and wellhead treatment. AFCEC is also changing out carbon at treatment systems that have PFAS. LUC Letter Reports, Five-Year Reviews, JBCCCT presentations, Remedial Investigation Reports, Feasibility Study Reports, and Proposed Plans will be forthcoming and contain descriptions of response actions that have or could be taken. 1,4-dioxane was added to the CS-10 Explanation of Significant Differences as a contaminant of concern and is addressed in the Remedial Investigation/Feasibility Study at Landfill-1 and Fire Training Area-1 (FTA-1). AFCEC also conducted a remedial investigation for 1,4-dioxane at Chemical Spill-20, but it was determined it was not a concern.

## **MMRP**

AFCEC has been conducting investigation/remediation at ten munitions response areas (MRAs) at JBCC under the MMRP. Current status:

- One (1) site had a ROD issued, in long-term monitoring.
- Two (2) sites have been closed.

- Seven (7) sites are in various stages of investigation.

As a result of previous military training, MMRP sites may contain munitions and explosives of concern (MEC), discarded military munitions (DMM), and/or munitions constituents (MC). The MMRP follows the EPA CERCLA process. JBCC's Federal Facility Agreement (FFA) applies to these MMRP sites but does not apply to operational ranges, operating storage/manufacturing facilities, or to permitted treatment and disposal facilities.

## **Appendix B: Other JBCC Community Advisory Groups**

Several other community advisory teams meet to discuss specific issues related to JBCC. All meetings are open to the public and are advertised in the local newspapers. A notice of upcoming public meetings and documents are sent to the local libraries and email monthly via email and regular mail. To receive these notices or for information on the following advisory teams please call the Environmental and Readiness Center (E&RC) at 339-202-9341.

### **Joint Base Cape Cod Military-Civilian Community Council (MCCC)**

The MCCC was established by the E&RC in 2003 and meets to discuss projects and policies affecting the southern 5,000 acres, or cantonment area, of the base. The MCCC is not only focused on military personnel and their families living in the cantonment area, but all issues (military and civilian/community) that affect the southern Cantonment Area and neighboring communities.

For more information on the MCCC please contact Paul Rendon, JBCC executive officer, at paul.e.rendon2.nfg@army.mil, or (774) 327-0643.

### **Environmental Management Commission (EMC)**

The EMC meets to discuss the oversight, monitoring, and evaluation of military training and environmental protection activities that occur on the northern 15,000 acres of Camp Edwards. Of special interest is the Upper Cape Regional Water Supply Cooperative. It consists of three water production wells that are located within the Town of Sandwich in the northern part of JBCC. The wells are monitored, and no treatment is currently needed on them. They have a combined daily average withdrawal of 3 million gallons. Each of the three wells has a maximum 1.5 million gallons per day limit.

The EMC is supported by two advisory councils: the Science Advisory Council and the Community Advisory Council. For more information on the EMC, please contact the EMC office, Building 3468, Beaman Street, Camp Edwards, MA 02542, (339) 202-9487 or at <https://www.mass.gov/info-details/environmental-management-commission-emc>.

### **Community Advisory Council (CAC)**

The CAC advises the EMC on community-related issues pertaining to the oversight, monitoring, and evaluation of military training and environmental protection activities that occur on the northern 15,000 acres of JBCC.

### **Science Advisory Council (SAC)**

The SAC advises the EMC on scientific and technical issues related to the protection of the drinking water supply and wildlife habitat, along with compatible military training, at the northern 15,000 acres of JBCC.

**Appendix C: U.S. EPA Appendix A, Superfund Community Involvement Requirements,  
March 2020**

## APPENDIX A

# SUPERFUND COMMUNITY INVOLVEMENT REQUIREMENTS

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Community involvement activities required by CERCLA or addressed in the NCP are listed by site activity in a table on the following pages. The source citation in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and source language in CERCLA and the NCP are provided for each site activity. The source language column allows the reader to easily access the exact terminology in CERCLA and the NCP for all the community involvement provisions. The inclusion of this column is intended to help minimize confusion or misinterpretation of CERCLA and the NCP.

This table lists and discusses the minimum community involvement activities required by CERCLA or addressed in the NCP that are conducted at a Superfund site. These activities are intended to be the foundation for comprehensive community involvement activities at CERCLA sites. Other sections of the NCP that discuss community involvement (such as §300.155) that are not included in this Appendix can be found in the [complete text for CERCLA](#) and the [NCP](#), which are available to download and read online.

***\*Note about text in boldface in the “Source Language” column:*** The editors added **boldface** text in the Source Language column to emphasize certain passages. This language is not actually shown in **boldface** in CERCLA or the NCP.

## Remedial Actions

| Site Activity<br>Responsible Party   | Source<br>Citation(s)                 | Source Language  |
|--|---------------------------------------|--|
| <b>Remedial Actions/NPL Additions</b>  |                                       |  |
| Publication of Proposed Rule and Public Comment Period<br><br>Responsible Party: EPA | NCP 40 C.F.R. §300.425(d)(5)(i)       | (5) To ensure public involvement during the proposal to add a release to the NPL, EPA shall:<br>(i) Publish the proposed rule in the <i>Federal Register</i> and solicit comments through a public comment period.   |
| Publication of Final Rule and Response to Comments<br><br>Responsible Party: EPA     | NCP 40 C.F.R. §300.425(d)(5)(ii)      | (ii) Publish the final rule in the <i>Federal Register</i> and make available a response to each significant comment and any significant new data submitted during the comment period.   |
| <b>Prior to Remedial Investigation (RI)</b>  |                                       |  |
| Community Interviews<br><br>Responsible Party:<br>Lead Agency                        | NCP 40 C.F.R. §300.430(c)(2)(i)       | (2) The lead agency shall provide for the conduct of the following community relations activities, to the extent practicable, prior to commencing field work for the remedial investigation:<br>(i) Conducting interviews with local officials, community residents, public interest groups, or other interested or affected parties, as appropriate, to solicit their concerns and information needs, and to learn how and when citizens would like to be involved in the Superfund process.  |
| Community Involvement Plan (CIP)<br><br>Responsible Party:<br>Lead Agency            | NCP 40 C.F.R. §300.430(c)(2)(ii)(A-C) | (ii) Preparing a formal community relations plan (CRP), based on the community interviews and other relevant information, specifying the community relations activities that the lead agency expects to undertake during the remedial response. The purpose of the CRP is to:<br>(A) Ensure the public appropriate opportunities for involvement in a wide variety of site-related decisions, including site analysis and characterization, alternatives analysis, and selection of remedy;<br>(B) Determine, based on community interviews, appropriate activities to ensure such public involvement, and<br>(C) Provide appropriate opportunities for the community to learn about the site.<br><br><b>Note:</b> The Community Relations Plan (CRP) referenced in the NCP passage above is now commonly called referred the Community Involvement Plan |



| Site Activity<br>Responsible Party  | Source<br>Citation(s)   | Source Language  |
|---|---|--|
| Information Repository<br><br>Responsible Party:<br>Lead Agency   | CERCLA 117(d);<br>NCP 40 C.F.R.<br>§300.430(c)(2)(iii)                    | <b>CERCLA 117(d)</b><br>(d) Publication.—For the purposes of this section, publication shall include, at a minimum, publication in a major local newspaper of general circulation. In addition, each item developed, received, published, or made available to the public under this section shall be available for public inspection and copying at or near the facility at issue.<br><br><b>NCP 40 C.F.R. §300.430(c)(2)(iii)</b><br>(iii) Establishing at least one local information repository at or near the location of the response action. Each information repository should contain a copy of items made available to the public, including information that describes the technical assistance grants application process. The lead agency shall inform interested parties of the establishment of the information repository.   |
| Technical Assistance<br>Grant Availability<br>Notification<br><br>Responsible Party:<br>Lead Agency                                   | NCP 40<br>C.F.R. §300.430(c)(2)<br>(iii) and (iv)                         | (iii) Establishing at least one local information repository at or near the location of the response action. Each information repository should contain a copy of items made available to the public, <b>including information that describes the technical assistance grants application process.</b> The lead agency shall inform interested parties of the establishment of the information repository.<br><br>(iv) Informing the community of the availability of technical assistance grants.   |
| <b>Upon Commencement of Remedial Investigation (RI)</b>   |   |  |
| Administrative Record,<br>Administrative Record<br>Notification and Public<br>Comment Period<br><br>Responsible Party:<br>Lead Agency | CERCLA 113(k)(1);<br>NCP 40 C.F.R.<br>§300.815 (a), (c)<br>§300.430(f)(3) | <b>CERCLA 113 (k)(1)</b><br>(1) Administrative record. —The President shall establish an administrative record upon which the President shall base the selection of a response action. The administrative record shall be made available to the public at or near the facility at issue. The President also may place duplicates of the administrative record at any other location.<br><br><b>NCP 40 C.F.R. §300.815 (a)</b><br>(a) The administrative record file for the selection of a remedial action shall be made available for public inspection at the commencement of the remedial investigation phase. At such time, the lead agency shall publish in a major local newspaper of general circulation a notice or use one or more other mechanisms to give adequate notice of the availability of the administrative record file.<br><br>(c) The lead agency shall comply with the public participation procedures required in §300.430(f)(3) and shall document such compliance in the administrative record. |
| <b>Upon Completion of the Feasibility Study (FS) and Proposed Plan</b>  |   |  |
| RI/FS and Proposed<br>Plan Notification and<br>Analysis<br><br>Responsible Party:<br>Lead Agency                                      | CERCLA 117(a)(1)<br>and (d);<br>NCP 40 C.F.R.<br>§300.430(f)(3) (i)(A)    | <b>CERCLA 117(a) and (d)</b><br>(a) Proposed Plan. — Before adoption of any plan for remedial action to be undertaken by the President, by a State, or by any other person, under section 104, 106, 120, or 122, the President or State, as appropriate, shall take both the following actions:  |

| Site Activity<br>Responsible Party  | Source<br>Citation(s)  | Source Language   |
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|   |  | <p>(1) Publish a notice and brief analysis of the proposed plan and make such plan available to the public.</p> <p>(d) Publication. – For the purposes of this section, publication shall include, at a minimum, publication in a major local newspaper of general circulation. In addition, each item developed, received, published, or made available to the public under this section shall be available for public inspection and copying at or near the facility at issue.</p> <p><b>NCP 40 C.F.R. §300.430(f)(3)(i)(A)</b></p> <p>(i) The lead agency, after preparation of the proposed plan and review by the support agency, shall conduct the following activities:</p> <p>(A) Publish a notice of availability and brief analysis of the proposed plan in a major local newspaper of general circulation.</p>   |
| <p>Public Comment Period on RI/FS and Proposed Plan</p> <p>Responsible Party:<br/>Lead Agency</p> | <p>CERCLA 117(a)(2);<br/>NCP 40 C.F.R. §300.430(f)(3) (i)(C)<br/>NCP 40 C.F.R. §300.815(b)</p> | <p><b>CERCLA 117(a)(2)</b></p> <p>(a) Proposed Plan. –Before adoption of any plan for remedial action to be undertaken by the President, by a State, or by any other person, under section 104, 106, 120, or 122, the President or State, as appropriate, shall take both the following actions:</p> <p>(2) Provide a reasonable opportunity for submission of written and oral comments and an opportunity for a public meeting at or near the facility at issue regarding the proposed plan and regarding any proposed findings under section 121(d)(4) (relating to cleanup standards). The President or the State shall keep a transcript of the meeting and make such transcript available to the public.</p> <p><b>NCP 40 C.F.R. §300.430(f)(3)(i)(C)</b></p> <p>(C) Provide a reasonable opportunity, not less than 30 calendar days, for submission of written and oral comments on the proposed plan and the supporting analysis and information located in the information repository, including the RI/FS. Upon timely request, the lead agency will extend the public comment period by a minimum of 30 additional days.</p> <p><b>NCP 40 C.F.R. §300.815 (b)</b></p> <p>(b) The lead agency shall provide a public comment period as specified in §300.430(f)(3) so that interested persons may submit comments on the selection of the remedial action <b>for inclusion in the administrative record file</b>. The lead agency is encouraged to consider and respond as appropriate to significant comments that were submitted prior to the public comment period. <b>A written response to significant comments submitted during the public comment period shall be included in the administrative record file.</b></p> |
| <p>Public Meeting</p> <p>Responsible Party:<br/>Lead Agency</p>                                   | <p>CERCLA 113(k)(2)(B)(iii) and 117(a)(2);<br/>NCP 40 C.F.R. §300.430(f)(3)(i)(D)</p>          | <p><b>CERCLA 113(k)(2)(B)(iii)</b></p> <p>(B) Remedial action. –The President shall provide for the participation of interested persons, including potentially responsible parties, in the development of the administrative record on which the President will base the selection of</p>   |

| Site Activity<br>Responsible Party   | Source<br>Citation(s)   | Source Language  |
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|  |   | <p>remedial actions and on which judicial review of remedial actions will be based. The procedures developed under this subparagraph shall include, at a minimum, each of the following:</p> <p>(iii) An opportunity for a public meeting in the affected area, in accordance with section 117(a)(2) (relating to public participation).</p> <p><b>CERCLA 117(a)(2)</b></p> <p>(a) Proposed Plan. –Before adoption of any plan for remedial action to be undertaken by the President, by a State, or by any other person, under section 104, 106, 120, or 122, the President or State, as appropriate, shall take both the following actions:</p> <p>(2) Provide a reasonable opportunity for submission of written and oral comments and an opportunity for a public meeting at or near the facility at issue regarding the proposed plan and regarding any proposed findings under section 121(d)(4) (relating to cleanup standards). The President or the State shall keep a transcript of the meeting and make such transcript available to the public.</p> <p><b>NCP 40 C.F.R. §300.430(f)(3)(i)(D)</b></p> <p>(D) Provide the opportunity for a public meeting to be held during the public comment period at or near the site at issue regarding the proposed plan and the supporting analysis and information.</p> |
| <p>Meeting Transcript</p> <p>Responsible Party:<br/>Lead Agency</p>  | <p>CERCLA 117(a)(2);<br/>NCP 40 C.F.R.<br/>§300.430(f)(3) (i)(E)</p>        | <p><b>CERCLA 117(a)(2)</b></p> <p>(a) Proposed Plan. –Before adoption of any plan for remedial action to be undertaken by the President, by a State, or by any other person, under section 104, 106, 120, or 122, the President or State, as appropriate, shall take both the following actions:</p> <p>(2) Provide a reasonable opportunity for submission of written and oral comments and an opportunity for a public meeting at or near the facility at issue regarding the proposed plan and regarding any proposed findings under section 121(d)(4) (relating to cleanup standards). The President or the State shall keep a transcript of the meeting and make such transcript available to the public.</p> <p><b>NCP 40 C.F.R. §300.430(f)(3)(i)(E)</b></p> <p>(E) Keep a transcript of the public meeting held during the public comment period pursuant to CERCLA section 117(a) and make such transcript available to the public.</p>   |
| <p>Notice and Comment Periods for Settlements with <i>De Minimis</i> Parties and Settlements Containing a Compromise of U.S. Cost Recovery Claim</p> <p>Responsible Party:<br/>Lead Agency</p> | <p>CERCLA 122(i)(1-3);<br/>NCP 40 C.F.R.<br/>§300.430(c)(5)(i) and (ii)</p> | <p><b>CERCLA 122(i)(1-3)</b></p> <p>(1) Publication in <i>Federal Register</i>. –At least 30 days before any settlement (including any settlement arrived at through arbitration) may become final under subsection (h), or under subsection (g) in the case of a settlement embodied in any administrative order, the head of the department or agency which has jurisdiction over the proposed settlement shall publish in the <i>Federal Register</i> notice of the proposed settlement. The notice shall identify the facility concerned and the parties to the proposed settlement.</p>   |

| Site Activity<br>Responsible Party  | Source<br>Citation(s)   | Source Language   |
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|   |   | <p>(2) Comment Period. –For a 30-day period beginning on the date of publication of notice under paragraph (1) of a proposed settlement, the head of the department or agency which has jurisdiction over the proposed settlement shall provide an opportunity for persons who are not parties to the proposed settlement to file written comments relating to the proposed settlement.</p> <p>(3) Consideration of Comments. –The head of the department or agency shall consider any comments filed under paragraph (2) in determining whether or not to consent to the proposed settlement and may withdraw or withhold consent to the proposed settlement if such comments disclose facts or considerations which indicate the proposed settlement is inappropriate, improper, or inadequate.</p> <p><b>NCP 40 C.F.R. §300.430(c)(5)(i) and (ii)</b></p> <p>(i) Lead agencies entering into an enforcement agreement with de minimis parties under CERCLA section 122(g) or cost recovery settlements under section 122(h) shall publish a notice of the proposed agreement in the <i>Federal Register</i> at least 30 days before the agreement becomes final, as required by section 122(i). The notice must identify the name of the facility and the parties to the proposed agreement and must allow an opportunity for comment and consideration of comments; and</p> <p>(ii) Where the enforcement agreement is embodied in a consent decree, public notice and opportunity for public comment shall be provided in accordance with 28 CFR 50.7.</p> |
| <p>Responsiveness<br/>Summary</p> <p>Responsible Party:<br/>Lead Agency</p> | <p>CERCLA<br/>113(k)(2)(B)(iv); and<br/>117(b);<br/>NCP<br/>40C.F.R. §300.430(f)(3)(i)(F)</p> | <p><b>CERCLA 113(k)(2)(B)(iv)</b></p> <p>(B) Remedial action. –The President shall provide for the participation of interested persons, including potentially responsible parties, in the development of the administrative record on which the President will base the selection of remedial actions and on which judicial review of remedial actions will be based. The procedures developed under this subparagraph shall include, at a minimum, each of the following:</p> <p>(iv) A response to each of the significant comments, criticism, and new data submitted in written or oral presentations.</p> <p><b>CERCLA 117(b)</b></p> <p>(b) Final Plan. –Notice of the final remedial action plan adopted shall be published and the plan shall be made available to the public before commencement of any remedial action. Such final plan shall be accompanied by a discussion of any significant changes (and the reasons for such changes) in the proposed plan <b>and a response to each of the significant comments, criticisms, and new data submitted in written or oral presentations under subsection (a).</b></p> <p><b>NCP 40C.F.R. §300.430(f)(3)(i)(F)</b></p> <p>Prepare a written summary of significant comments, criticisms, and new relevant information submitted during the public comment period and the lead agency response to each issue. This responsiveness summary shall be made available with the record of decision.</p>   |



| Pre-Record of Decision Significant Changes  |   |   |
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| <p>Discussion of Significant Changes</p> <p>Responsible Party:<br/>Lead Agency</p>        | <p>NCP 40 C.F.R. §300.430(f)(3) (ii)(A)</p>                         | <p>(ii) After publication of the proposed plan and prior to adoption of the selected remedy in the record of decision, if new information is made available that significantly changes the basic features of the remedy with respect to scope, performance, or cost, such that the remedy significantly differs from the original proposal in the proposed plan and the supporting analysis and information, the lead agency shall:</p> <p>(A) Include a discussion in the record of decision of the significant changes and reasons for such changes, if the lead agency determines such changes could be reasonably anticipated by the public based on the alternatives and other information available in the proposed plan or the supporting analysis and information in the administrative record.</p> |
| <p>Revised Proposed Plan and Public Comment</p> <p>Responsible Party:<br/>Lead Agency</p> | <p>NCP 40 C.F.R. §300.430(f)(3) (ii)(B)</p>                         | <p>(B) Seek additional public comment on a revised proposed plan, when the lead agency determines the change could not have been reasonably anticipated by the public based on the information available in the proposed plan or the supporting analysis and information in the administrative record. The lead agency shall, prior to adoption of the selected remedy in the ROD, issue a revised proposed plan, which shall include a discussion of the significant changes and the reasons for such changes, in accordance with the public participation requirements described in paragraph (f)(3)(i) of this section.</p>  |
| After the ROD is signed   |   |   |
| <p>ROD Availability and Notification</p> <p>Responsible Party:<br/>Lead Agency</p>        | <p>CERCLA 117(b);<br/>NCP 40 C.F.R. §300.430(f)(6) (i) and (ii)</p> | <p><b>CERCLA 117(b)</b></p> <p>b) FINAL PLAN.—Notice of the final remedial action plan adopted shall be published and the plan shall be made available to the public before commencement of any remedial action.</p> <p><b>NCP 40 C.F.R. §300.430(f)(6) (i) and (ii)</b></p> <p>(6) <i>Community relations when the record of decision is signed.</i> After the ROD is signed, the lead agency shall:</p> <p>(i) Publish a notice of the availability of the ROD in a major local newspaper of general circulation; and</p> <p>(ii) Make the record of decision available for public inspection and copying at or near the facility at issue prior to the commencement of any remedial action.</p>  |
| <p>Revision of the CIP</p> <p>Responsible Party:<br/>Lead Agency</p>                      | <p>NCP 40 C.F.R. §300.435(c)(1)</p>                                 | <p>(c) <i>Community relations.</i> (1) Prior to the initiation of RD, the lead agency shall review the CRP to determine whether it should be revised to describe further public involvement activities during RD/RA that are not already addressed or provided for in the CRP.</p> <p><b>Note:</b> The Community Relations Plan (CRP) referenced in the NCP passage above is now referred to in common practice as the Community Involvement Plan (CIP)</p>   |

| <b>Post-ROD Significant Changes:</b> When the remedial or enforcement action, or the settlement or consent decree, differs significantly from the remedy selected in the ROD with respect to scope, performance, or cost. |  |  |
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| <p>Notice and Availability of Explanation of Significant Differences</p> <p>Responsible Party:<br/>Lead Agency</p>  | <p>NCP 40 C.F.R. §300.435(c)(2)(i)(A) and (B) §300.825(a)(2)</p> | <p><b>NCP 40 C.F.R. §300.435(c)(2)(i)(A) and (B)</b></p> <p>(2) After the adoption of the ROD, if the remedial action or enforcement action taken, or the settlement or consent decree entered into, differs significantly from the remedy selected in the ROD with respect to scope, performance, or cost, the lead agency shall consult with the support agency, as appropriate, and shall either:</p> <p>(i) Publish an explanation of significant differences when the differences in the remedial or enforcement action, settlement or consent decree significantly change but do not fundamentally alter the remedy selected in the ROD with respect to scope, performance, or cost. To issue an explanation of significant differences, the lead agency shall:</p> <p>(A) Make the explanation of significant differences and supporting information available to the public in the administrative record established under §300.815 and the information repository; and</p> <p>(B) Publish a notice that briefly summarizes the explanation of significant differences, including the reasons for such differences, in a major local newspaper of general circulation</p> <p><b>NCP 40 C.F.R. §300.825(a)(2)</b></p> <p>(a) The lead agency may add documents to the administrative record file after the decision document selecting the response action has been signed if:</p> <p>(2) An explanation of significant differences required by §300.435(c), or an amended decision document is issued, in which case, the explanation of significant differences or amendment decision document and all documents that form the basis for the decision to modify the response action shall be added to the administrative record file.</p> |
| <b>Fundamental Changes:</b> When the remedial or enforcement action, or the settlement or consent decree, fundamentally alters the basic features of the selected remedy with respect to scope.                           |  |  |
| <p>Notice of Availability/ Brief Description of Proposed ROD Amendment</p> <p>Responsible Party:<br/>Lead Agency</p>  | <p>NCP 40 C.F.R. §300.435(c)(2)(ii)(A)</p>                       | <p>(ii) Propose an amendment to the ROD if the differences in the remedial or enforcement action, settlement, or consent decree fundamentally alter the basic features of the selected remedy with respect to scope, performance, or cost. To amend the ROD, the lead agency, in conjunction with the support agency, as provided in §300.515(e), shall:</p> <p>(A) Issue a notice of availability and brief description of the proposed amendment to the ROD in a major local newspaper of general circulation</p>  |
| <p>Public Comment Period, Public Meeting, Meeting Transcript, and Responsiveness Summary</p> <p>Responsible Party:<br/>Lead Agency</p>  | <p>NCP 40 C.F.R. §300.435(c)(2)(ii)(B)-(F)</p>                   | <p>(B) Make the proposed amendment to the ROD and information supporting the decision available for public comment;</p> <p>(C) Provide a reasonable opportunity, not less than 30 calendar days, for submission of written or oral comments on the amendment to the ROD. Upon timely request, the lead agency will extend the public comment period by a minimum of 30 additional days;</p>  |

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|  |   | <p>(D) Provide the opportunity for a public meeting to be held during the public comment period at or near the facility at issue;</p> <p>(E) Keep a transcript of comments received at the public meeting held during the public comment period;</p> <p>(F) Include in the amended ROD a brief explanation of the amendment and the response to each of the significant comments, criticisms, and new relevant information submitted during the public comment period.</p>   |
| <p>Notice and Availability of Amended ROD</p> <p>Responsible Party:<br/>Lead Agency</p>      | <p>NCP 40 C.F.R. §300.435(c)(2) (ii)(G) and (H)<br/>§300.825(b)</p> | <p><b>NCP 40 C.F.R. §300.435(c)(2)(ii)(G) and (H)</b></p> <p>(G) Publish a notice of the availability of the amended ROD in a major local newspaper of general circulation; and</p> <p>(H) Make the amended ROD and supporting information available to the public in the administrative record and information repository prior to the commencement of the remedial action affected by the amendment.</p> <p><b>NCP 40 C.F.R. §300.825(b)</b></p> <p>(b) The lead agency may hold additional public comment periods or extend the time for the submission of public comment after a decision document has been signed on any issues concerning selection of the response action. Such comment shall be limited to the issues for which the lead agency has requested additional comment. All additional comments submitted during such comment periods that are responsive to the request, and any response to these comments, along with documents supporting the request and any final decision with respect to the issue, shall be placed in the administrative record file.</p> |
| <b>Remedial Design</b>   |   |  |
| <p>Fact Sheet and Public Briefing</p> <p>Responsible Party:<br/>Lead Agency</p>              | <p>NCP 40 C.F.R. §300.435(c)(3)</p>                                 | <p>(3) After the completion of the final engineering design, the lead agency shall issue a fact sheet and provide, as appropriate, a public briefing prior to the initiation of the remedial action.</p>   |
| <b>Proposed Consent Decrees for Remedial Action</b>  |   |  |
| <p>Opportunity for Public to Comment</p> <p>Responsible Party:<br/>Department of Justice</p> | <p>CERCLA 122(d)(2);<br/>28 C.F.R. 50.7</p>                         | <p><b>CERCLA §122 (d)(2)Public Participation</b></p> <p>Filing of proposed judgment. (A) At least thirty days before a final judgment is entered under paragraph (1) judgment shall be filed with the court.</p> <p>(A) Opportunity for comment. The Attorney General shall provide an opportunity to persons who are not named as parties to the action to comment on the proposed judgment before its entry by the court as a final judgment...</p> <p><b>28 C.F.R. §50.7 Consent judgments in actions to enjoin discharges of pollutants.</b></p> <p>(a) It is hereby established as the policy of the Department of Justice to consent to a proposed judgment in an action to enjoin discharges of pollutants into the environment only after or on condition that an opportunity is afforded persons (natural or corporate) who are not named as parties to the action to comment on the proposed judgment prior to its entry by the court.</p>   |

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|  |   | <p>(b) To effectuate this policy, each proposed judgment which is within the scope of paragraph (a) of this section shall be lodged with the court as early as feasible but at least 30 days before the judgment is entered by the court...</p> <p>Where it is clear that the public interest in the policy hereby established is not compromised, the Assistant Attorney General may permit an exception to this policy in a specific case where extraordinary circumstances require a period shorter than 30 days or a procedure other than stated herein.</p>  |
| <p>Filing and Consideration of Comments from Public</p> <p>Responsible Party: Department of Justice</p>  | <p>CERCLA §122(d)(2)(B)</p>                                 | <p><b>CERCLA §122(d)(2)(B)</b><br/> Opportunity for comment... The Attorney General shall consider, and file with the court, any written comments, views, or allegations relating to the proposed judgment. The Attorney General may withdraw or withhold its consent to the proposed judgment if the comments, views, and allegations concerning the judgment disclose facts or considerations which indicate that the proposed judgment is inappropriate, improper, or inadequate.</p> <p><b>28 CFR §50.7(b)</b><br/> ... Prior to entry of the judgment, or some earlier specified date, the Department of Justice will receive and consider, and file with the court, any written comments, views or allegations relating to the proposed judgment. The Department shall reserve the right (1) to withdraw or withhold its consent to the proposed judgment if the comments, views and allegations concerning the judgment disclose facts or considerations which indicate that the proposed judgment is inappropriate, improper or inadequate and (2) to oppose an attempt by any person to intervene in the action.</p>   |
| <b>De Minimis Settlements and Settlements Containing a Cost Recovery Compromise</b>  |   |   |
| <p>Notice for Settlements with <i>De Minimis</i> Parties and Settlements Containing a Compromise of United States' Cost Recovery Claim, respectively</p> <p>Responsible Party: Lead Agency</p> | <p>CERCLA §122(i)(1);<br/> NCP 40 C.F.R. §300.430(c)(5)</p> | <p><b>CERCLA §122(i)(1)</b><br/> Publication in <i>Federal Register</i>. At least 30 days before any settlement (including any settlement arrived at through arbitration) may become final under subsection (h) of this section, or under subsection (g) of this section in the case of a settlement embodied in an administrative order, the head of the department or agency which has jurisdiction over the proposed settlement shall publish in the <i>Federal Register</i> notice of the proposed settlement. The notice shall identify the facility concerned and the parties to the proposed settlement.</p> <p><b>NCP 40 C.F.R. §300.430(c)(5)</b><br/> (i) Lead agencies entering into an enforcement agreement with <i>de minimis</i> parties under CERCLA section 122(g) or cost recovery settlements under section 122(h) shall publish a notice of the proposed agreement in the <i>Federal Register</i> at least 30 days before the agreement becomes final, as required by section 122(i). The notice must identify the name of the facility and the parties to the proposed agreement and must allow an opportunity for comment and consideration of comments; and<br/> (ii) Where the enforcement agreement is embodied in a consent decree, public notice and opportunity for public comment shall be provided in accordance with 28 C.F.R. 50.7.</p> |
| Comment Period   | CERCLA §122(i)(2)   | <b>CERCLA §122(i)(2)</b>  |



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|   |   | (2) Comment period.—For a 30-day period beginning on the date of publication of notice under paragraph (1) of a proposed settlement, the head of the department or agency which has jurisdiction over the proposed settlement shall provide an opportunity for persons who are not parties to the proposed settlement to file written comments relating to the proposed settlement.   |
| Consideration of Comments   | CERCLA §122(i)(3)                         | <b>CERCLA §122(i)(3)</b><br>(3) Consideration of comments.—The head of the department or agency shall consider any comments filed under paragraph (2) in determining whether or not to consent to the proposed settlement and may withdraw or withhold consent to the proposed settlement if such comments disclose facts or considerations which indicate the proposed settlement is inappropriate, improper, or inadequate.   |
| <b>NPL Deletions</b>  |   |   |
| Public Notice and Public Comment Period<br><br>Responsible Party: EPA | NCP 40 C.F.R. §300.425(e)(4) (i) and (ii) | (e) <i>Deletion from the NPL.</i> Releases may be deleted from or recategorized on the NPL where no further response is appropriate.<br>(4) To ensure public involvement during the proposal to delete a release from the NPL, EPA shall:<br>(i) Publish a notice of intent to delete in the <i>Federal Register</i> and solicit comment through a public comment period of a minimum of 30 calendar days;<br>(ii) In a major local newspaper of general circulation at or near the release that is proposed for deletion, publish a notice of availability or use one or more other mechanisms to give adequate notice to a community of the notice of intent to delete. |
| Public Access to Information<br><br>Responsible Party: EPA            | NCP 40 C.F.R. §300.425(e)(4)(iii)         | (iii) Place copies of information supporting the proposed deletion in the information repository, described in §300.430(c)(2)(iii), at or near the release proposed for deletion. These items shall be available for public inspection and copying.   |
| Response to Significant Comments<br><br>Responsible Party: EPA        | NCP 40 C.F.R. §300.425(e)(4)(iv)          | (iv) Respond to each significant comment and any significant new data submitted during the comment period and include this response document in the final deletion docket.  |
| Availability of Final Deletion Docket<br><br>Responsible Party: EPA   | NCP 40 C.F.R. §300.425(e)(5)              | (5) EPA shall place the final deletion docket in the local information repository once the notice of final deletion has been published in the <i>Federal Register</i> .   |

## Removal Actions

| Site Activity<br>Responsible Party                             | Source<br>Citation(s)  | Source Language  |
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| Agency Spokesperson<br><br>Responsible Party: Lead<br>Agency   | NCP 40 C.F.R.<br>§300.415(n)(1)  | (n) <i>Community relations in removal actions.</i><br>(1) In the case of all CERCLA removal actions taken pursuant to §300.415 or CERCLA enforcement actions to compel removal response, a spokesperson shall be designated by the lead agency. The spokesperson shall inform the community of actions taken, respond to inquiries, and provide information concerning the release. All news releases or statements made by participating agencies shall be coordinated with the OSC/RPM. The spokesperson shall notify, at a minimum, immediately affected citizens, state and local officials, and, when appropriate, civil defense or emergency management agencies.  |
| Administrative Record<br><br>Responsible Party: Lead<br>Agency | CERCLA 113(k)(1);<br>NCP 40 C.F.R.<br>§300.800 (a)<br><br>NCP 40 C.F.R.<br>§300.820 (a)(1) | <b>CERCLA 113 (k)(1)</b><br>(1) Administrative record. -- The President shall establish an administrative record upon which the President shall base the selection of a response action. The administrative record shall be made available to the public at or near the facility at issue. The President also may place duplicates of the administrative record at any other location.<br><br><b>NCP 40 C.F.R. §300.800 (a)</b><br>(a) <i>General requirement.</i> The lead agency shall establish an administrative record that contains the documents that form the basis for selection of a response action. The lead agency shall compile and maintain the administrative record in accordance with this subpart.<br><br><b>NCP 40 C.F.R. §300.820 (a)(1)</b><br>(a) If, based on the site evaluation, the lead agency determines that a removal action is appropriate and that a planning period of at least six months exists before on-site removal activities must be initiated:<br>(1) The administrative record file shall be made available for public inspection when the engineering evaluation/cost analysis (EE/CA) is made available for public comment. At such time, the lead agency shall publish in a major local newspaper of general circulation or use one or more other mechanisms to give adequate notice to a community of the availability of the administrative record file. |

| For Removal Actions with a Planning Period of Less Than Six Months                            |  |  |
|---|--|--|
| <p>Notice and Availability of Administrative Record</p> <p>Responsible Party: Lead Agency</p> | <p>NCP 40 C.F.R. §300.415(n)(2)(i)<br/>§300.820(b)(1)</p>      | <p><b>NCP 40 C.F.R. §300.415(n)(2)(i)</b><br/>(i) Publish a notice of availability of the administrative record file established pursuant to §300.820 in a major local newspaper of general circulation or use one or more other mechanisms to give adequate notice to a community within 60 days of initiation of on-site removal activity.</p> <p><b>NCP 40 C.F.R. §300.820(b)(1)</b><br/>(1) Documents included in the administrative record file shall be made available for public inspection no later than 60 days after initiation of on-site removal activity. At such time, the lead agency shall publish in a major local newspaper of general circulation a notice or use one or more other mechanisms to give adequate notice to the public of the availability of the administrative record file.</p>   |
| <p>Public Comment Period</p> <p>Responsible Party: Lead Agency</p>                            | <p>NCP 40 C.F.R. §300.415(n)(2)(ii)<br/>§300.820(b)(2)</p>     | <p><b>NCP 40 C.F.R. §300.415(n)(2)(ii)</b><br/>(ii) Provide a public comment period, as appropriate, of not less than 30 days from the time the administrative record file is made available for public inspection, pursuant to §300.820(b)(2).</p> <p><b>NCP 40 C.F.R. §300.820(b)(2)</b><br/>(2) The lead agency shall, as appropriate, provide a public comment period of not less than 30 days beginning at the time the administrative record file is made available to the public. The lead agency is encouraged to consider and respond, as appropriate, to significant comments that were submitted prior to the public comment period. A written response to significant comments submitted during the public comment period shall be included in the administrative record file.</p>   |
| <p>Response to Significant Comments</p> <p>Responsible Party: Lead Agency</p>                 | <p>NCP 40 C.F.R. §300.415(n)(2)(iii)<br/>§300.820(b)(2)(3)</p> | <p><b>NCP 40 C.F.R. §300.415(n)(2)(iii)</b><br/>(iii) Prepare a written response to significant comments pursuant to §300.820(b)(3)</p> <p><b>NCP 40 C.F.R. §300.820(b)(2)(3)</b><br/>(2) The lead agency shall, as appropriate, provide a public comment period of not less than 30 days beginning at the time the administrative record file is made available to the public. <b>The lead agency is encouraged to consider and respond, as appropriate, to significant comments that were submitted prior to the public comment period. A written response to significant comments submitted during the public comment period shall be included in the administrative record file.</b></p> <p>(3) Documents generated or received after the decision document is signed shall be added to the administrative record file only as provided in §300.825.</p> |
| For Removal Actions Expected to Extend Beyond 120 Days  |  |  |
| <p>Community Interviews</p> <p>Responsible Party: Lead Agency</p>                             | <p>NCP 40 C.F.R. §300.415(n)(3)(i)</p>                         | <p>(3) For CERCLA removal actions where on-site action is expected to extend beyond 120 days from the initiation of on-site removal activities, the lead agency shall by the end of the 120-day period:</p>  |

|   |   |   |
|---|---|---|
|   |   | (i) Conduct interviews with local officials, community residents, public interest groups, or other interested or affected parties, as appropriate, to solicit their concerns, information needs, and how or where citizens would like to be involved in the Superfund process.  |
| Community Involvement Plan (CIP)<br><br>Responsible Party: Lead Agency  | NCP 40 C.F.R. §300.415(n)(3)(ii)                                | (ii) Prepare a formal community relations plan (CRP) based on the community interviews and other relevant information, specifying the community relations activities that the lead agency expects to undertake during the response.<br><br><b>Note:</b> The Community Relations Plan (CRP) referenced in the NCP passage above is now referred to in common practice as the Community Involvement Plan).  |
| Information Repository Establishment and Notification/Notice of Availability of Administrative Record<br><br>Responsible Party: Lead Agency | NCP 40 C.F.R. §300.415(n)(3)(iii)                               | (iii) Establish at least one local information repository at or near the location of the response action. The information repository should contain items made available for public information. Further, an administrative record file established pursuant to subpart I for all removal actions shall be available for public inspection in at least one of the repositories. The lead agency shall inform the public of the establishment of the information repository and provide notice of availability of the administrative record file for public review. All items in the repository shall be available for public inspection and copying.  |
| <b>For Removal Actions with a Planning Period of at Least Six Months</b>  |   |   |
| Community Interviews and Community Involvement Plan<br><br>Responsible Party: Lead Agency   | NCP 40 C.F.R. §300.415(n)(4)(i)                                 | <b>NCP 40 C.F.R. §300.415(n)(4)(i)</b><br>(i) Comply with the requirements set forth in paragraphs (n)(3)(i), (ii), and (iii) of this section, prior to the completion of the EE/CA, or its equivalent, except that the information repository and the administrative record file will be established no later than when the EE/CA approval memorandum is signed.   |
| Information Repository/ Administrative Record Establishment and Notification<br><br>Responsible Party: Lead Agency                          | NCP 40 C.F.R. §300.415(n)(4)(i)<br>NCP 40 C.F.R. §300.820(a)(1) | <b>NCP 40 C.F.R. §300.415(n)(4)(i)</b><br>(i) Comply with the requirements set forth in paragraphs (n)(3)(i), (ii), and (iii) of this section, prior to the completion of the EE/CA, or its equivalent, except that the information repository and the administrative record file will be established no later than when the EE/CA approval memorandum is signed.<br><br><b>NCP 40 C.F.R. §300.820 (a)(1)</b><br>(1) The administrative record file shall be made available for public inspection when the engineering evaluation/cost analysis (EE/CA) is made available for public comment. At such time, the lead agency shall publish in a major local newspaper of general circulation a notice of the availability of the administrative record file. |
| Notice of Availability/ Description of the EE/CA<br><br>Responsible Party: Lead Agency  | NCP 40 C.F.R. §300.415(n)(4)(ii)                                | <b>NCP 40 C.F.R. §300.415(n)(4)(ii)</b><br>(ii) Publish a notice of availability and brief description of the EE/CA in a major local newspaper of general circulation or use one or more other mechanisms to give adequate notice to a community pursuant to §300.820.  |



|  |  |   |
|--|--|---|
| Public Comment Period<br><br>Responsible Party: Lead Agency  | NCP 40 C.F.R. §300.415(n)(4)(iii)<br>§300.820(a)(2)<br>§300.825(b) and (c) | <p><b>NCP 40 C.F.R. §300.415(n)(4)(iii)</b><br/>(iii) Provide a reasonable opportunity, not less than 30 calendar days, for submission of written and oral comments after completion of the EE/CA pursuant to §300.820(a). Upon timely request, the lead agency will extend the public comment period by a minimum of 15 days.</p> <p><b>NCP 40 C.F.R. §300.820(a)(2)</b><br/>(2) The lead agency shall provide a public comment period as specified in §300.415 so that interested persons may submit comments on the selection of the removal action for inclusion in the administrative record file. The lead agency is encouraged to consider and respond, as appropriate, to significant comments that were submitted prior to the public comment period. A written response to significant comments submitted during the public comment period shall be included in the administrative record file.</p> <p><b>NCP 40 C.F.R. §300.825(b) and (c)</b><br/>(b) The lead agency may hold additional public comment periods or extend the time for the submission of public comment after a decision document has been signed on any issues concerning selection of the response action. Such comment shall be limited to the issues for which the lead agency has requested additional comment. All additional comments submitted during such comment periods that are responsive to the request, and any response to these comments, along with documents supporting the request and any final decision with respect to the issue, shall be placed in the administrative record file.</p> <p>(c) The lead agency is required to consider comments submitted by interested persons after the close of the public comment period only to the extent that the comments contain significant information not contained elsewhere in the administrative record file which could not have been submitted during the public comment period and which substantially support the need to significantly alter the response action. All such comments and any responses thereto shall be placed in the administrative record file.</p> |
| Responsiveness Summary<br><br>Responsible Party: Lead Agency | NCP 40 C.F.R. §300.415(n)(4)(iv)<br>§300.820(a)(2)                         | <p><b>NCP 40 C.F.R. §300.415(n)(4)(iv)</b><br/>(iv) Prepare a written response to significant comments pursuant to §300.820(a).</p> <p><b>NCP 40 C.F.R. §300.820(a)(2)</b><br/>(2) The lead agency shall provide a public comment period as specified in §300.415 so that interested persons may submit comments on the selection of the removal action for inclusion in the administrative record file. The lead agency is encouraged to consider and respond, as appropriate, to significant comments that were submitted prior to the public comment period. <b>A written response to significant comments submitted during the public comment period shall be included in the administrative record file.</b></p>   |

## **Appendix D: History of Past Community Involvement and Community Concerns**

Community involvement activity began in the early 1980s and has evolved into a collaborative effort with citizens, towns, federal and regulatory agencies, and many other stakeholders. The following summarizes the significant efforts, challenges and concerns related to the IRP/MMRP.

### **1982-1988**

The early years of the IRP were ones marked by small staffs and budgets, grappling to understand the scope of the problem, mistrust and concern in the community, and virtually no opportunities for the public to be informed and involved in the process. Outreach activities consisted of news releases, periodic news conferences and limited interactions with town, state and federal officials and some homeowner organizations through an advisory committee that was closed to the media and public for many years. Frustration over lack of information sharing and concern over possible public health issues associated with groundwater contamination resulted in an extreme lack of credibility for the military and even caused some citizens to stage several protests at the base's entrances.

### **1989-1992**

This period was marked by a distinct shift in focus and attention on the seriousness of the situation at the base. The addition of the IRP to the EPA's National Priorities List (NPL) in 1989 brought nationwide attention as well as more focus by the EPA, MassDEP and the local community. In 1990 the ANG created an on-site office and began staffing it with full-time employees to manage the IRP locally rather than from Washington, D.C. The implementation of the IRP's first community involvement plan in 1991 laid the groundwork for improving the relationship between the military and the community. It was a process that would take many years to work through to improve both the dialogue and the military's credibility. 1991 also saw the creation of the first-ever citizen advisory team that was made up of local citizen volunteers to advise the military on what should be done to study Ashumet and Johns Ponds. The advice suggested that two studies be performed on the recreational ponds. Also, an FFA was signed between the NGB and EPA that brought structure, timelines, and accountability to the process. This was critical as numerous source areas and groundwater plumes were discovered.

### **1993-1995**

This was a time marked by a focus on addressing the magnitude of the groundwater contamination issues at the base. Three citizen advisory teams were created in 1993, another in 1995. The teams were tasked to provide input on the Air Force cleanup efforts and communication with the public. A Plume Response Plan was created by one of the teams in 1994 and the Department of Defense (DoD) committed to fund the effort. The plan was the result of countless volunteer hours by area residents, working through pain-staking deliberations to reach consensus on what should be done.

### **1996-2000**

Uneasiness and an outpouring of emotion was felt by the community transitioning from 1995 to 1996 as a 60 percent design outlining plans to address all the plumes simultaneously raised serious concerns about the ability to implement it without adversely affecting ponds, rivers and the aquifer in general. The primary concern was over ecological and hydrological impacts to nearby streams, rivers, and ponds by constructing and operating pump and treat systems for all the plumes at one time at high pumping rates without consideration of drawdown. This resulted in remediation of only two plumes moving forward (FS-12 and SD-5) while the rest went back for redesign.

This resulted in a setback and the DoD responded by a transfer of management control from the Air Guard to the Air Force Center for Environmental Excellence (now AFCEC). That transfer made additional resources available immediately to get the program moving forward once again. Between 1997 and 1998 two major groundwater cleanup systems became operational and decisions were made on several of the remaining groundwater plumes that would become operational in the next few years. Intense media coverage, many public meetings, and intense dialogue with the community over various issues such as public health, schedule, treatment systems, monitoring, pond health, risk communication, and property values marked this period. As additional treatment systems were built and municipal water hookups completed, the AFCEC built trust and credibility with the community.

## **2001-2012**

Additional groundwater remediation and municipal hookups occurred in the early years of this time. Source areas were also being investigated and remediated. In 2007 61 source areas were formally delisted from the program. In 2008 AFCEC initiated a program to identify private wells in plume areas that are used for drinking water and potentially impacted by the base groundwater plumes. This program continues today. There are over 3,000 properties that have been investigated, many of which received private well testing, bottled water, filtration, or a municipal connection. In 2009 the first of three 1.5-megawatt wind turbines were constructed on JBCC for the IRP. The three wind turbines offset 100% of the IRP energy use.

## **2013-2024**

In 2013, AFCEC began assessing areas where there might have been use, spills, or releases of Aqueous Film Forming Foam (AFFF) that includes perfluorooctane sulfonic acid (PFOS) and perfluorooctanoic acid (PFOA). 1,4-Dioxane (DX), which is related to solvents, was also added to the investigations. These chemicals are referred to as “emerging contaminants.” Since then, DX and PFOS/PFOA have been detected at several potential source areas and/or in groundwater plumes. Numerous private wells were identified that could be impacted along with a municipal well. AFCEC began PFOS and PFOA soil and groundwater investigations in 2015. As a result of those investigations, 115 new connections to municipal water were completed. Testing, bottled water, carbon treatment, and hookups were provided and continue to be available should additional wells be deemed at risk. A nearby trailer park well was closed and AFCEC funded municipal connections for all the properties in the park. Nine municipal connections for affected homes in Falmouth and Mashpee occurred. Three Mashpee Water District municipal wells (Mashpee Village Well and the two Turner Road Wells), and the Fresh Pond Well in Falmouth were closed and received treatment systems by AFCEC to restore them to service in 2022 and 2023. These response actions were funded by AFCEC due to PFAS groundwater contamination from JBCC. To date over 1,300 homes have been provided municipal water connections to replace private wells to ensure the protection of public health from the JBCC groundwater plumes. Numerous soil and groundwater investigations are being conducted to continue to define the extent of these emerging contaminants. Decisions will be made in the future for affected soil and groundwater. For the rest of the program, AFCEC continues to monitor and adjust treatment systems. Some have been reduced in terms of wells being used for treatment, extraction rates, and contaminant levels and others have been shut down as there is no longer a risk. AFCEC has also been addressing several sites under the MMRP. These are sites no longer in use that had the potential for munition-related contaminants to be introduced to the environment as well as pose an explosive safety hazard for munitions that may be present in soil. Through the end of 2023 the IRP has spent \$769 million on its investigation, cleanup, and renewable energy initiatives. An additional \$113 million is expected to be spent to achieve program completion.

## Appendix E: The U.S. EPA Superfund Process and Removal Action Process (Flow Charts)

Because of contamination at the base, JBCC was added to EPA's *National Priorities List* (NPL) in 1989, commonly known as Superfund. Sites on this list are known as "Superfund" sites. The NPL is a published inventory of *hazardous waste* sites in the country that are required to undergo investigation and cleanup. The "Superfund" program addresses the release of hazardous substances, pollutants and contaminants that resulted from former site operations. It does not address environmental issues from current military activities. Environmental management practices for current military activities are conducted by the respective JBCC commands. The program is guided by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980. The Superfund process consists of several phases of action that lead to the goal of cleaning up a site to insure protection of human health and the environment. Throughout the process, there are opportunities for community involvement in the decisions made at sites addressed under CERCLA.

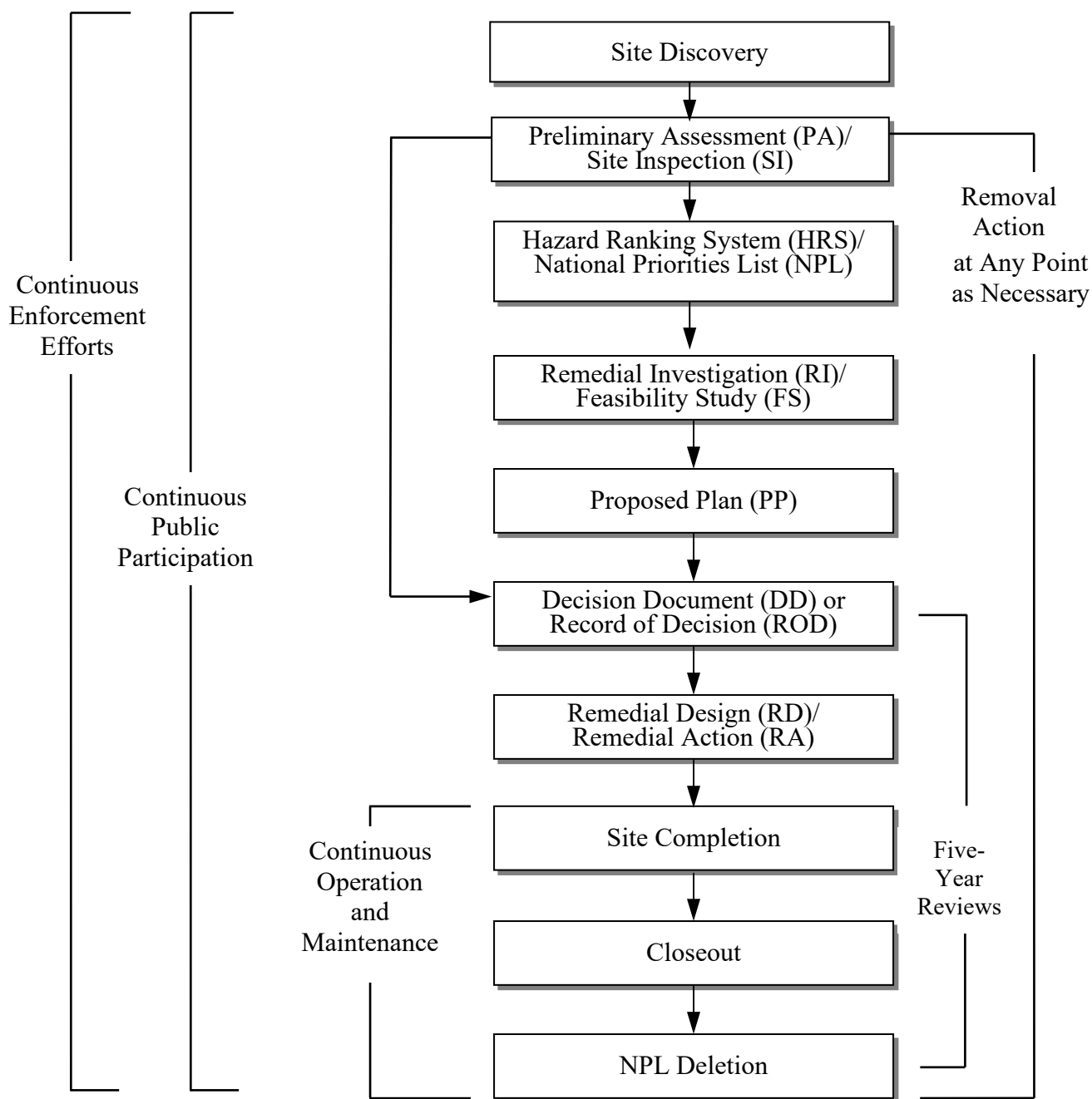
If at any phase of the Superfund process there is a threat to human health or welfare or the environment because of an actual or threatened release of a hazardous substance, a short-term cleanup known as a *removal action* can be initiated. Removal actions are responses taken over the short term to address the release. Five-year reviews are conducted for sites with RODs to evaluate whether the sites and their remedies are protective of human health and the environment.

AFCEC is the lead agency and works collaboratively with EPA, MassDEP, and various stakeholders to reach cleanup decisions at the Superfund site. CERCLA laws govern AFCEC's IRP and the Military Munitions Response Program (MMRP). AFCEC and the EPA have a Federal Facility Agreement (FFA) in place that outlines responsibilities of the agencies, timelines, and resolution of conflicts that arise in the program due to schedule, funding, etc. The first FFA was issued in 1991, and the Air National Guard's (ANG) 1991 CIP was an attachment to the FFA. The MassDEP is not a signatory to the FFA due to the Commonwealth position for the reservation of state's rights. AFCEC works closely with EPA and MassDEP to ensure both federal and state requirements are met as required by federal and state statutes. Although the MassDEP is not a signatory to the Federal Facilities Agreement the EPA requests concurrence from MassDEP on decision-making documents in AFCEC's decision documents. AFCEC and EPA sign the concurrence page and MassDEP's concurrence letter is included in an appendix. State acceptance is also one of the nine criteria evaluated in Feasibility Studies that evaluate remedial alternatives for cleanup. As stated earlier, the draft AFCEC CIP was developed with input from both MassDEP and EPA.

Per EPA guidance in the March 2020 EPA Community Involvement Handbook, EPA mandates required public participation activities through CERCLA and in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), which is EPA's regulatory blueprint for implementation of the Superfund program. The agencies and various stakeholders will continue to be involved with the ongoing work in both the pre- and post-Record of Decision (ROD) phase, where most of the work will be related to operations, maintenance, and optimization of existing groundwater treatment systems. (*See the flow charts depicting the U.S. EPA Superfund Process on the following two pages*).



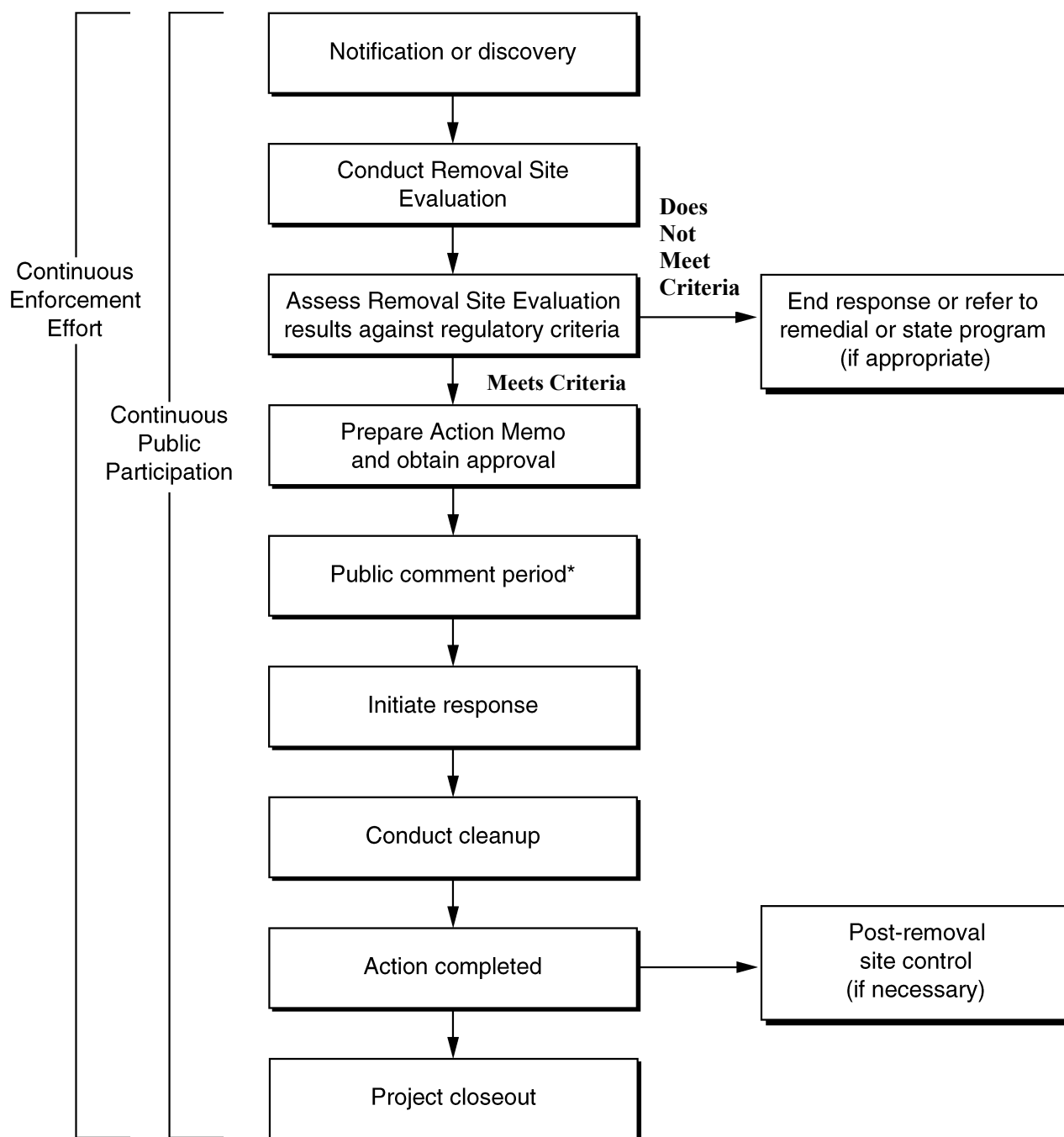
## The U.S. EPA Superfund Process Flow Chart



If at any phase of the Superfund process a threat to human health or welfare or the environment exists because of an actual or threatened release of a hazardous substance, a short-term cleanup, known as a *removal action*, will be initiated. Removal actions are responses taken over the short term to address the release. There are time-critical and non-time critical removal actions. Five-year reviews are conducted for sites with RODs to evaluate whether the sites and their remedies are protective of human health and the environment.

Former PFAS sites/operations are being investigated by AFCEC. New/current contamination sources are addressed under compliance programs of each base entity at JBCC. (See **Appendix C**: U.S. EPA Appendix A, Superfund Community Involvement Requirements, March 2020 for more information.)

## The Superfund Removal Action Process Flow Chart



\*Note: For time-critical removal actions, the public comment period occurs after initiation of response.

A time-critical removal action is taken when EPA has determined that there is no immediate emergency, but a removal must begin within six months to prevent the situation at the site from becoming an emergency. A non-time-critical removal occurs when EPA determines that there is time for at least a six-month planning period prior to when the removal action must start. Former PFAS sites/operations are being investigated by AFCEC. New/current contamination sources are addressed under compliance programs of each base entity at JBCC. (See **Appendix C: U.S. EPA Appendix A, Superfund Community Involvement Requirements**, March 2020 for more information.)

## Appendix F: Lessons Learned by the Public Information Team (PIT)

*Note: This Appendix contains observations and recommendations from the team's work in the 1990's. Although the information was developed many years ago, Lessons Learned continues to be the basis for AFCEC's community involvement program.*

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- I. A Public Information Advisory Team to an Installation Restoration Program**
  - II. Types of Public Information that Work**
  - III. Conducting Effective Public Meetings**
  - IV. Facilitation of Meetings**
  - V. Additional Reflections**
  - VI. What Doesn't Work**
  - VII. Closing Thoughts**
  - VIII. Top Ten Lists**
- 

### **I. A Public Information Advisory Team to an Installation Restoration Program**

The *Public Information Team* (PIT) served as a citizen advisory group at the former Massachusetts Military Reservation (MMR) now JBCC. The team merged with the *Plume Cleanup Team* which later became the *JBCCCT*. As part of the transition, team members were asked to comment on the lessons they learned as part of the advisory structure in place at the base. The members of the PIT suggested that this document (Lessons Learned) be created as a final chapter to its legacy. They also suggested that this document be shared with other agencies and departments, not only at the base, but also with the rest of the Department of Defense, as a way to further understanding and improve cleanup programs at federal facilities nationwide. This document represents the activities and outreach efforts of the PIT that have proven to be effective with surrounding communities, as well as lessons learned.

#### History and Mission

The *PIT* was established in 1995. Its mission was to:

*"Establish and maintain an effective exchange of information between the Upper Cape Cod communities and all agencies working with the Installation Restoration Program (IRP), the organization responsible for the cleanup of past contaminated sites and groundwater at the MMR."*

PIT members:

- assisted with community and neighborhood outreach
- reviewed information products (fact sheets, newsletters, etc.) for readability
- assisted in access issues when private property needed to be used for environmental investigation purpose

The PIT also advised the IRP on community concerns and ways to communicate with the public more effectively. In the summer of 2001, the PIT and the Joint Process Action Team (the technical advisory group to the IRP) combined to form the Plume Cleanup Team (PCT), now the JBCCCT. One reason for the merger was that as the cleanup at the base progressed, community involvement and public information programs became much more institutionalized, diminishing the need for a topic-specific team. With this institutionalization within the various cleanup programs, public information and community involvement have been added to the existing cleanup oversight function of the JBCCCT.

#### Noteworthy Accomplishments

During its six years of existence, the PIT had many notable accomplishments, not the least of which was its success in opening avenues of dialogue between the citizens and the military, as well as in educating the public about issues of concern at the military base.

In 1998, the PIT created a "*Community Guide to the Installation Restoration Program at the Massachusetts Military Reservation.*" This *Community Guide* provided the public with:

- a detailed description of the status of the IRP's cleanup program
- an orientation to the history of the base and the sources of the contamination
- a basic understanding of groundwater and how it is tested
- groundwater cleanup technologies used
- environmental health information
- community involvement and participation information
- information on access to private property
- a glossary of environmental terms

Also, the PIT was successful in drafting a set of rules and regulations pertaining to public meetings called "*Guidelines for Presentations.*" These are reprinted in Section III of this document.

## II. Types of Public Information that Work

- Fact sheets
- Targeted mailings
- Posterboard sessions
- Neighborhood notices, meetings, informational sessions, and updates
- Outreach to community organizations
- Articles and news releases
- Flyers
- Media sit downs (editorial boards)
- Information tables at large events, such as county fairs
- Educational events with school children
- Web site
- Prior notification before work is done
- Signs and postings at work sites (e.g. drilling locations)

The PIT found that when private property needs to be accessed and posted in order to facilitate an environmental investigation, such as drilling a groundwater monitoring well or taking groundwater samples, there are certain items that should be considered during the process. Some of these include:

- Problems with access to private property usually only arise when insufficient or inadequate notice is given to the landowner/homeowner beforehand, or when the information that is given is difficult to understand
- Any legal issues need to be identified and resolved early
- Individuals should be contacted personally whenever possible, not by impersonal mass mailings
- Adequate explanation needs to be given as to why this particular piece of property was chosen over another
- Work notices need to be properly posted
- As much work as possible should be kept within the base boundaries
- All notices need to include a point of contact for additional information.

Where Should Public Notices be Posted or Printed?

- Post offices
- Libraries
- Local businesses (with permission)
- Schools
- Other public offices
- Newspapers (local and regional)
- Public areas at recreational ponds, rivers, parks, etc.
- On the Internet
- Permanent sign at work locations

#### What format is best for Public Notices?

- Bold print with color
- Simple sketch or map, if appropriate
- Less text, more bullets

### **III. Conducting Effective Public Meetings**

#### Adequate notice

Adequate notice of upcoming public meetings is an important tool in making the meetings as effective as possible. The public should be given enough information in the notice in order to determine if they would like to attend. Notice can be given in many ways, including, but not limited to:

- Newspapers
- Radio
- TV
- Internet and email
- Mailing lists
- Phone calls

Access to the agendas beforehand is very useful, as are minutes from previous meetings. Sufficient informational materials also need to be made available at the meetings, if not before, in order to provide a sufficient level of understanding of the topics and agenda items. Public meetings benefit greatly from competent professional minutes being taken so as to avoid any confusion or misquoting. Minutes should be concise and accurate. The format, though, of the minutes can be flexible, ranging anywhere from verbatim to a brief summary, depending on the needs of the

particular meeting. Above all, the focus of public meetings needs to be on the issues at hand, and not on people.

#### Types of Public Meetings

- Community workshops, including map displays and technical people for interpretation
- Focus groups
- Informal neighborhood forums and informational sessions, both on and off-base
- Environmental health information exchange sessions
- Formal public hearings where people can go on the record
- Larger, well managed public hearings
- Meetings in towns with an agenda that deals solely with that town, as opposed to a more regional agenda
- Periodic visits to the local selectmen's meetings, boards of health, conservation commissions, etc., if appropriate

#### Meeting Guidelines

The PIT developed these "Guidelines for Presentations" to help make public meetings as effective as possible.

1. When introducing the topic, please headline or outline the key points before beginning the presentation to give the listener a road map of what you are going to cover and when.
2. Be as short, concise and clear as possible. Generally, it is difficult for the audience to hold questions for longer than 10 to 15 minutes.
3. Appropriate technical personnel should be present at these meetings.
4. Acronyms should be spelled out, and technical terms briefly defined so that people unfamiliar with the terms can better understand the terminology. Use lexicons or jargon with caution.
5. Include handouts with numbered pages so that the audience can follow along with the overheads.
6. Don't be afraid to point out successes and mistakes. Acknowledge in a straight-forward manner that problems may exist or difficulties might have occurred.
7. On major updates of key projects, include two slides: one on "What is Working" and another on "What Needs Work".
8. Do not cover up or minimize adverse or negative impacts.
9. It's o.k. not to know the answer to a question posed by the Team or community member from the audience. If you do not know, better to say so than to speculate or guess.
10. The teams are familiar with the issues so don't be afraid to share complex data. Please include data in formats that are large enough to read easily and highlight the key data points in the presentation that need to be focused on.

11. IRP and other citizen teams are also used to working with preliminary data that has not yet been quality checked, as well as data that has been quality assessed and controlled. Thus, don't be afraid to share it, as long as everyone knows that it is preliminary.
12. Better to share too much information, rather than too little and be blamed later for hiding or concealing information.
13. Content in visual overheads (maps, charts, etc.) should be able to be seen at least 30 feet away. Please avoid projecting detailed, small print data charts that cannot be read by the viewers. Such detailed information is better conveyed through written handouts.
14. Points to be made during presentations:
  - Geographical/residential area impacted
  - Risk to human and ecological health
  - Proposed action due to short/long-term clean-up schedules OR due to recent events prompting immediate (emergency) procedures to be taken
  - Schedule of proposed activities; timeline, with dates for public involvement, poster board sessions, neighborhood meetings, public comment periods
  - Data - include vendor, comparative analysis with other samples over time or from another vendor
  - History (if relevant)
  - Roles of agencies, regulators, town elected officials, and the community (if relevant)

#### Good Meeting Techniques

- Citizen involvement should be used to develop agendas, if possible
- Open discussion time for Q&A should be built into the agenda
- Each agenda item should have a pre-determined time limit
- The use of "action items" can be very helpful from meeting to meeting to continue or follow up on unresolved issues
- Contractors and other speakers should practice and time their presentations ("dry runs")
- Copies of handouts for all the presentations should be available at the meeting for all attendees, and included in a pre-meeting mailing if possible
- Representatives of the responsible government agency, along with necessary contractors and community involvement specialists if available, should staff forums
- Efforts should be made to involve the science teachers from local high schools and middle schools
- There needs to be a continuous appeal to the meeting participants by the facilitator to restrict their comments to the agreed-upon agenda items, as well as to a time limitation
- Speakers should be prepared to honestly and openly discuss problems, as well as successes



- Data should be presented in a manner that is clearly understandable to the general public
- If technical language is required, it should be defined and explained
- Presentations should be short and to the point, with conclusions presented up front
- Presenters need to admit when they do not know something
- Presenters need to know when to move on to the next topic
- Once team members have discussed an agenda item a pre-determined number of times, if more time is needed, it should be given after the last agenda item

#### Membership and Participation Issues

- Any type of "Restoration Advisory Board" or "Community Advisory Group" should attempt to be as inclusive as possible. Special efforts should be made to make membership as varied as possible by, for instance, reaching out to impacted or affected groups and minorities
- It should be clear from the outset whether the team has advisory or veto power
- Provide a variety of ways for the public to participate, e.g., in writing, via email, oral presentations, etc.
- If the program involves more than one town or neighborhood, rotate the meetings between these impacted communities
- Show respect to all participants
- Make sure that sufficient time is set aside for comments from the public
- Make sure that these comments are seen as important and welcome
- Whenever the public turns out for a specific agenda item, these items should be addressed first
- Provide the public with written and/or oral responses to their questions (e.g., Responsiveness Summaries)
- Use a vote or voice consensus process
- Meet with neighborhood associations
- Invite citizens who attend informational meetings to become more involved
- Invite community and neighborhood groups to send a representative
- Have a clear and consistent process for accepting new members
- Have written guidelines on responsibilities and expectations of members

#### **IV. Facilitation of Meetings**

The use of professional facilitation at public meetings is critical because, without it, public meetings can easily become poorly structured, and important topics may be inadequately

covered. Competent, professional facilitation can usually handle the internal disagreements that frequently occur.

Proper facilitation is:

- Respectful to all parties
- Helps achieve consensus
- Manages conflict effectively

Facilitation:

- Enables an even-handed running of the group so that everyone is treated in the same manner
- Seems to be most effective when the facilitator endeavors to shorten long-winded comments, especially when they are redundant
- Eliminates, or keeps to a minimum, comments that are critical of the team members or the public

Additionally, the facilitator:

- Is fair
- Keeps the meeting on track
- Prevents personal attacks
- Helps the members arrive at a consensus
- Helps provide a focus as to what the disagreements are
- Helps the team plan future meetings
- Validates each individual's point of view, questions, and/or frustrations
- Listens carefully
- Is responsive to the will of the group

## **V. Additional Reflections**

Other Lessons Learned

- Most members of the public, although interested and concerned, tend to get most of their information from the newspapers, which may or may not give equal time to both sides of the issues. This may be remedied by the responsible government agency having occasional editorial board meetings with the local newspapers. For citizens, they can send letters to the editor, or call a press conference.

- Citizens need to know that third party technical assistance is available to assist in data interpretation.
- Consequences of actions, as well as the prevention of potential problems, should be thought about early.
- Technical presentations should be geared towards the audience. The citizens themselves can serve as a reliable guide for this.
- Be democratic, open, and honest.
- Risk communication needs to be in plain English, presented in terms of "here's how it affects you now and/or in the future," and communicated first to the people most at risk or most likely to be affected.
- The most current maps and other visual representations should be available on a continual basis, especially at the local libraries, Chambers of Commerce, and real estate offices.
- A variety of outreach products should be developed to deliver the same message in different ways to targeted audiences.
- Site visits and tours should be conducted periodically. These should be used so that citizens can see firsthand how a well is drilled or sampled, how a treatment system operates, how a particular location is impacted by cleanup activities, etc.
- Truly effective public involvement needs to be an ongoing effort. There is a need to constantly revisit the structure, the process, and promises made. The system should not get stale just because something worked in the past.
- Remember that citizens enter the process at different times and have varying backgrounds and levels of prior knowledge about the topic.
- All efforts should be made to do more than is minimally required to inform the public. If the resources are adequate and money is not an excuse, there is no reason *not* to be successful.
- It should be clear through effective public involvement and information campaigns that there is a mutual need for cooperation between the citizens and the government agencies. In fact, the government agencies need information from the citizens on preferences, concerns and customs, more than the citizens need the expert technical ability of the agencies.
- Different people have different tolerances for confrontation and conflict. The best solutions often come about through conflict. People do not necessarily have to be polite to be effective communicators, but must still be aware that meetings need to be civil and that the ground rules need to be followed.

- Cleanup programs need to be aware of all potentially affected groups, and how they interact with the affected resources, e.g., subsistence fishing.
- Educational materials and other documents may need to be modified or translated for local non-English-speaking groups.
- Citizens can bring pressure to bear on governmental parties or promote their own agenda/interests/positions by utilizing their local, state, and federal representatives, as well as the media. This should not automatically be viewed by the governmental parties as the citizens going above their heads and publicity seeking. It is merely a useful and appropriate tool available to community members to help level the playing field.
- Interagency coordination is key to success. Agency consistency in message, continuity, and longevity of staff where possible can be helpful in building and maintaining personal and professional relationships with the community.
- Limited participation does not equate to community disinterest. When governmental parties are having a difficult time with vocal individuals, it is easy for the governmental staff to think that these individuals are not representative of the community. In a well-informed community, if there is not much heard to contradict the views of the few who are speaking out, they may well have the backing of most other community members.
- It is helpful to periodically have some type of self-evaluation/reality check on team members, both citizens and government folks. Community surveys and interviews for Community Involvement Plan updates and a focus group effort were both helpful.

## **VI. What Doesn't Work**

- Minute details, such as "units of contaminant removed", mean very little to the general public. It is better to present the data as percentages of contaminants removed, along with appropriate graphic representation. An example might be total contaminant removed as compared to total spilled
- Public meetings that get too technical in nature (attendees can lose interest quickly)
- Information that was poorly thought out by the presenter
- Waiting until the last minute to push for a decision due to a milestone that must be met
- Asking for decisions or opinions at the same time that complex data is presented for the first time
- Lengthy, verbose presentations (versus short and concise)
- "Techno-babble", or undefined technical words and terms
- Being disrespectful or patronizing to the public

- Poorly labeled maps
- Making light of potential or actual problems
- Taking things personally
- Denying responsibility

## **VII. Closing Thoughts**

"An increase in citizen involvement at MMR will bring more talent and insight to the process which will result in a cleaner environment for Cape Cod." – Susan Walker, Sandwich, MA

"(Citizen team participation) provides an excellent opportunity for an average citizen to have a tremendous impact on the direction and intensity of the (cleanup) program and how it is communicated to the public." - Phil Goddard, Bourne, MA

"No one can protect the interests of affected communities in this life and death matter of toxic contamination in drinking water as well as community members themselves." – Joel Feigenbaum, Ph.D., Sandwich, MA

"My family has chosen to make Cape Cod our home. As a member of the Plume Cleanup Team, I can help keep the Cape safe and healthy by assisting with the cleanup at MMR." – Diane Reilinger, Falmouth, MA

## **VIII. Top Ten Lists**

Ms. Susan Walker, a member of both the PIT and PCT put these lists together.

### Top Ten Ways to Infuriate the Public

1. "There is no problem"
2. "You're right. There is a problem, but we are not responsible for it"
3. "We're working hard on the cleanup - look at all the reports we've given you"
4. "The base was here first. You should be thankful for the economic benefits"
5. "Monitored natural attenuation is not a do-nothing approach. Trust us"
6. "We involve the public. We don't just select the stakeholders who agree with us"
7. "Our engineers have solved the problem. It won't happen again"
8. "We'd like to do what you and the regulators want, but we don't have the money"
9. "The public should appreciate all the technical fact sheets and presentations we provide"

10. "All the problems and pollution are in the past and the military is now being a good environmental steward. Trust us"

#### Top Ten Ways to Please the Public

1. Be up front with the public about problems and your responsibility.
2. Bring information to the public early before decisions are cast in stone.
3. Really clean up the pollution - not just monitor it or study it to death.
4. Provide opportunities for different stakeholders to interact with each other, the regulators, and the military. Don't isolate them.
5. Don't accept the engineering mentality that there is a technical solution for everything. Think: Consequences, ramifications, prevention.
6. Provide technical opinions and budgetary information to the public for input.
7. Choose a holistic approach that not only looks at technicalities and money, but also considers speed of cleanup and impacts to ecology and human health.
8. Gear your technical presentations to your audience. Too much or too little information is not communication. Use members of the public to help set the tone.
9. Welcome a yearly environmental audit by a neutral third party. Release results to the public.
10. Invite involved members of the public to the decision-making table with an impartial facilitator. Provide support for agenda settings, minutes and action items so everyone is listened to and respected. Be democratic and open.

## Appendix G: 2021 Community Involvement Plan Questionnaire

### **Air Force Civil Engineer Center (AFCEC) 2021 Community Involvement Plan (CIP) Questionnaire**

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The Air Force invites you to participate in our CIP questionnaire that will be used to update the CIP for the Installation Restoration Program (IRP) at Joint Base Cape Cod (JBCC). Thank you in advance for filling out the questionnaire on the following two pages. You can provide more feedback on the last two pages. All responses will be summarized in the revised CIP. No names of participants will be attributed. If you wish to speak directly with an agency official please contact one of the following:

- Air Force: Doug Karson, Community Involvement Lead, (508) 524-9206, email: [douglas.karson@us.af.mil](mailto:douglas.karson@us.af.mil)
- Massachusetts Department of Environmental Protection (MassDEP): Ellie Donovan, Regional Planner: (508) 946-2866, email: [ellie.donovan@state.ma.us](mailto:ellie.donovan@state.ma.us)
- U.S. Environmental Protection Agency (EPA): Darriel Swatts, Public Affairs Specialist / Community Involvement Coordinator: [swatts.darriel@epa.gov](mailto:swatts.darriel@epa.gov), (617) 918-1065

NOTE: If you received a PDF by email it is fillable on your computer. Select “Tools” at the top then select “Fill & Sign” (icon is purple pen writing), and then you can check off boxes (with a double click or one click) and also type in words. You have to save it as a separate name to maintain fill-ins.

*Please submit your completed questionnaire no later than September 10, 2021. Responses can be submitted by calling/emailing an agency official above, or by mailing the completed form to:*

Douglas Karson  
AFCE C/JBCC  
322 East Inner Road  
Otis ANG Base, MA 02542-1320

#### **Background**

The IRP is the program that cleans up soil and groundwater contamination resulting from historic military use of the southern portion of JBCC. Fuels, solvents, 1,4-dioxane, per- and polyfluoroalkyl substances (PFAS), and military munitions are investigated by the IRP. The Air Force is the lead agency responsible for the IRP. The Air Force coordinates with the U.S. EPA and MassDEP. The agencies conduct response actions and will continue to take response actions to eliminate exposure pathways that could put people at risk from base-related contamination. The Air Force also works with local and state public health officials.

The primary potential health risk associated with contamination from JBCC is through drinking water wells. In areas potentially affected by groundwater contamination the IRP has replaced over 1,300 drinking water wells located off base with municipal water. The IRP conducts extensive reviews to identify and test private wells in the vicinity of the plumes. Residents have had their wells tested free of charge by the IRP and many have received free bottled water, filtration and/or municipal connections. These actions are conducted to prevent exposure or eliminate potential exposure to base-related contaminants.

Surface water (ponds/rivers/harbors) near groundwater plumes is tested, with results showing no public health concerns. Chemicals related to fire-fighting foams used at JBCC have been detected in surface waters, such as Ashumet and Johns Ponds, above the EPA Life time Health Advisory for drinking water, but those ponds are not used as a source for drinking water and recreational use is not affected per Massachusetts Department of Public Health guidance.

Much progress has been made since the program’s beginning in 1982. Program-wide, most source areas have been cleaned up and seven groundwater plumes are undergoing pump-and-treat cleanup action both on and off base. Four remedial systems have been shut down because they successfully cleaned up the plumes and other systems are expected to be shut down in the coming years. One groundwater site has received regulatory closure. Although most environmental cleanup decisions and remedies are in place, decisions remain to be made for several sites and plumes. In the future the program will continue to monitor, adjust, and shut down treatment systems as cleanup progresses.

*Please proceed to the questions on the next page.....*

**1. Where do you live?**

- ☐ Bourne
- ☐ Falmouth
- ☐ Mashpee
- ☐ Sandwich
- ☐ On-base
- ☐ Other \_\_\_\_\_

**2. Where do you live in relation to JBCC?**

- ☐ 0-1 mile away
- ☐ 1-5 miles away
- ☐ 5+ miles away
- ☐ Don't know

**3. Before we contacted you with this questionnaire, were you aware of the Air Force's previous environmental investigations and cleanup work at JBCC?**

- ☐ Yes, aware
- ☐ Vaguely aware
- ☐ No, not aware
- ☐ Not sure

**4. What are your concerns related to JBCC?**

- ☐ Noise
- ☐ Traffic
- ☐ Base access
- ☐ Military training
- ☐ Non-military development on JBCC
- ☐ Drinking water
- ☐ Air quality
- ☐ Trash and littering
- ☐ Environmental Justice
- ☐ Water quality of area ponds/rivers/ocean
- ☐ Contamination
- ☐ Cancer, negative health effects
- ☐ Property Values
- ☐ Cleanup Progress
- ☐ Natural Resources Damages
- ☐ Unexploded Ordnance
- ☐ Other \_\_\_\_\_

**5. Do you believe that the local ponds are safe for recreational use?**

- ☐ Yes
- ☐ No
- ☐ Undecided

**6. Are you familiar with the newer contaminants PFOS/PFOA and 1,4-dioxane?**

- ☐ Yes
- ☐ No
- ☐ Vaguely

**7. How interested or concerned are you about PFOS/PFOA and 1,4-dioxane?**

- ☐ Very
- ☐ Moderately
- ☐ Slightly
- ☐ Not at all
- ☐ Not familiar with one or more chemicals

**8. Are you familiar with Air Force's web page? (<https://www.massnationalguard.org/JBCC/afcec.html>)**

- ☐ Yes
- ☐ No
- ☐ Vaguely

**9. If you visited the web page and reviewed documents, were they understandable? (Check all that apply)**

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ Too technical
- ☐ Too much information
- ☐ Have not visited the web page

**10. What source do you find most useful for getting information about JBCC? (Check all that apply)**

- ☐ Print newspaper (which ones?)

\_\_\_\_\_  
☐ Online newspaper (which ones?)

- ☐ Mailings
- ☐ Email
- ☐ Radio (which ones?) \_\_\_\_\_
- ☐ Word of mouth
- ☐ IRP web page
- ☐ Telephone calls
- ☐ Social media (Facebook, Twitter, etc.)
- ☐ Public meeting, in person
- ☐ Public meeting, online
- ☐ Other \_\_\_\_\_

**11. BEFORE receiving this questionnaire did you know who to contact at JBCC for the Air Force cleanup program?**

- ☐ Yes
- ☐ No
- ☐ Not sure

**12. What type of meeting would you most likely attend?**

- ☐ In person
- ☐ Online/virtual
- ☐ Community/neighborhood/town: Off-base
- ☐ On-base
- ☐ I would not likely attend meetings
- ☐ Other: \_\_\_\_\_

*Please proceed to the questions on the next page.....*



**13.** Are you aware that there is a citizen advisory team meeting 2-4 times per year?

- ☐ Yes  
☐ No

**14.** Do you feel that the Air Force offers the public sufficient opportunities to become involved with the cleanup program?

- ☐ Yes  
☐ No  
☐ Sometimes  
☐ Undecided  
☐ Not familiar with participation opportunities

**15.** How confident are you that the Air Force will continue to take all necessary response actions to protect human health and the environment in the future at JBCC?

- ☐ Very confident  
☐ Confident  
☐ Not confident  
☐ Undecided  
☐ Not familiar with the Air Force cleanup program

**16.** On a scale of 1-5, how would you rate the overall success of the AFCEC IRP program? *(Circle a number or check box)*

- ☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5      ☐  
Not at all      Successful      Very      Don't Know  
Successful      Successful      Successful

**17.** Would you like to be added to our email list for notifications? This includes notices of meetings, comment periods, fact sheets when issued and more.

- ☐ Yes, my email address is:

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- ☐ No Thanks

**18.** Anything else you are concerned about or interested in that has not been covered in this questionnaire? Use next sheet as needed.

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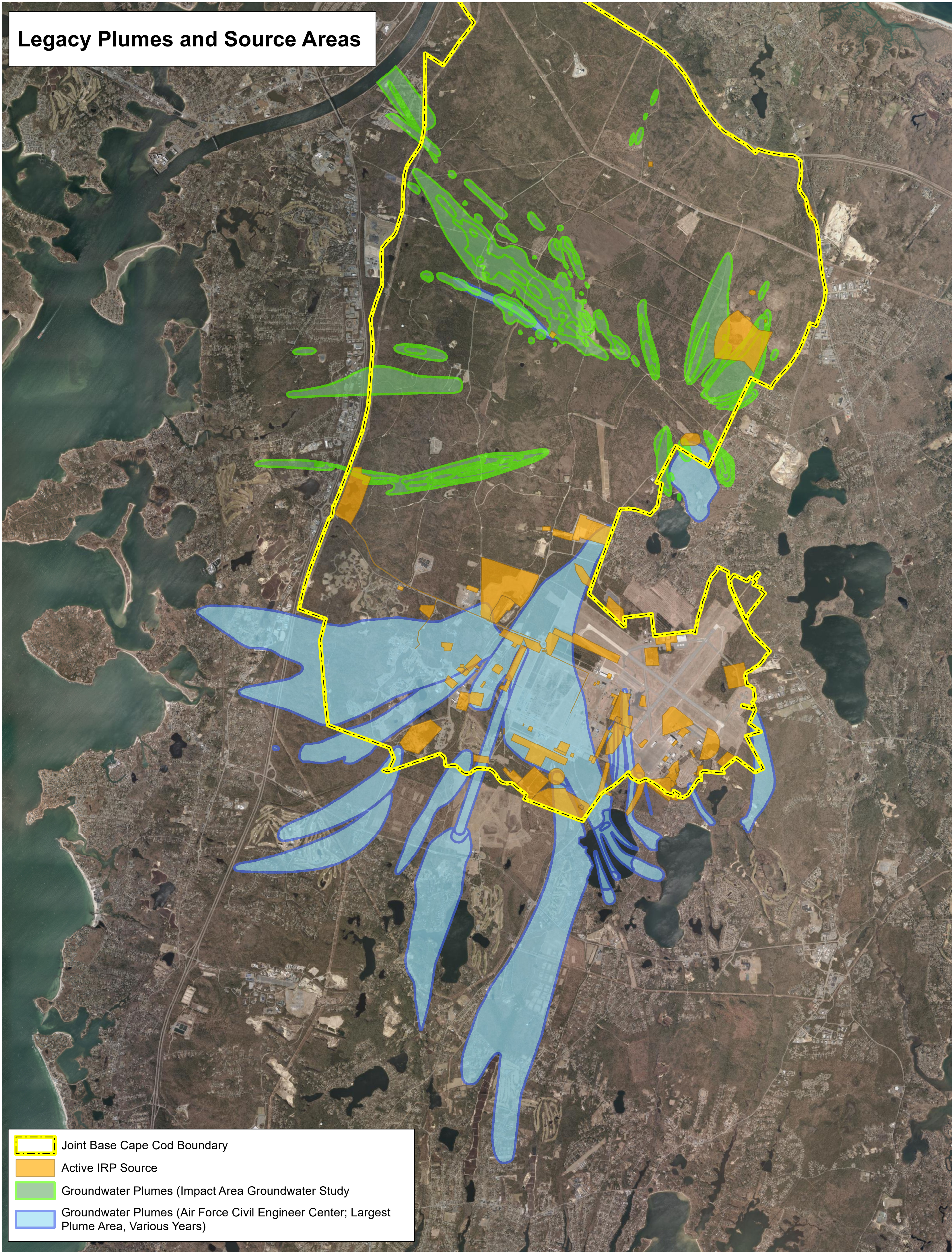
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*THANK YOU for participating!*  
*All responses will be summarized in the revised CIP.*  
*No names of participants will be attributed.*

## **Appendix H: Legacy and Current Plumes, PFAS and Source Areas Graphics**

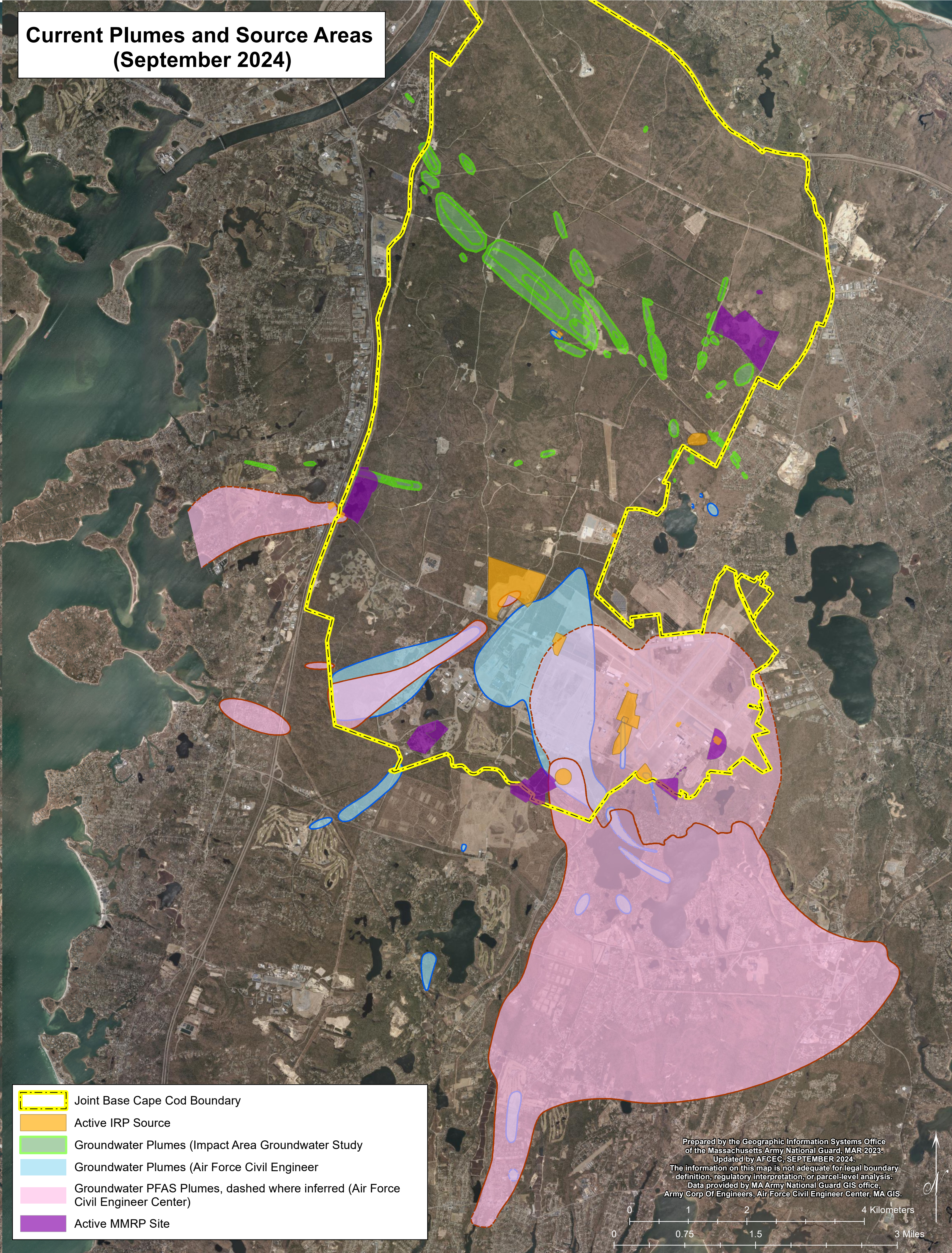


Legacy Plumes and Source Areas



- Joint Base Cape Cod Boundary
- Active IRP Source
- Groundwater Plumes (Impact Area Groundwater Study)
- Groundwater Plumes (Air Force Civil Engineer Center; Largest Plume Area, Various Years)

Current Plumes and Source Areas  
(September 2024)



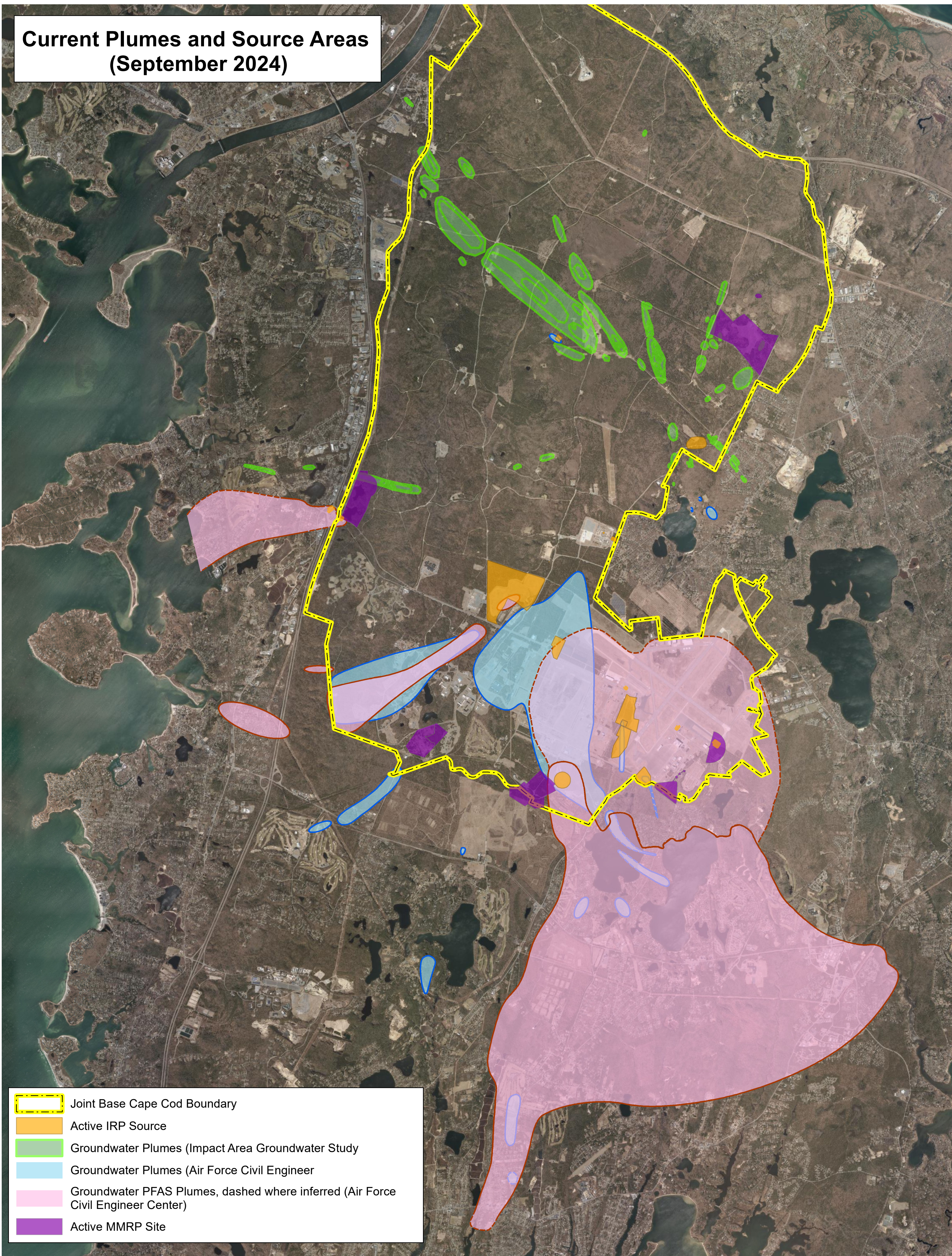
- Joint Base Cape Cod Boundary
- Active IRP Source
- Groundwater Plumes (Impact Area Groundwater Study)
- Groundwater Plumes (Air Force Civil Engineer Center)
- Groundwater PFAS Plumes, dashed where inferred (Air Force Civil Engineer Center)
- Active MMRP Site

Prepared by the Geographic Information Systems Office  
of the Massachusetts Army National Guard, MAR 2023;  
Updated by AFCEC, SEPTEMBER 2024.  
The information on this map is not adequate for legal boundary  
definition, regulatory interpretation, or parcel-level analysis.  
Data provided by MA Army National Guard GIS office,  
Army Corp Of Engineers, Air Force Civil Engineer Center, MA GIS.

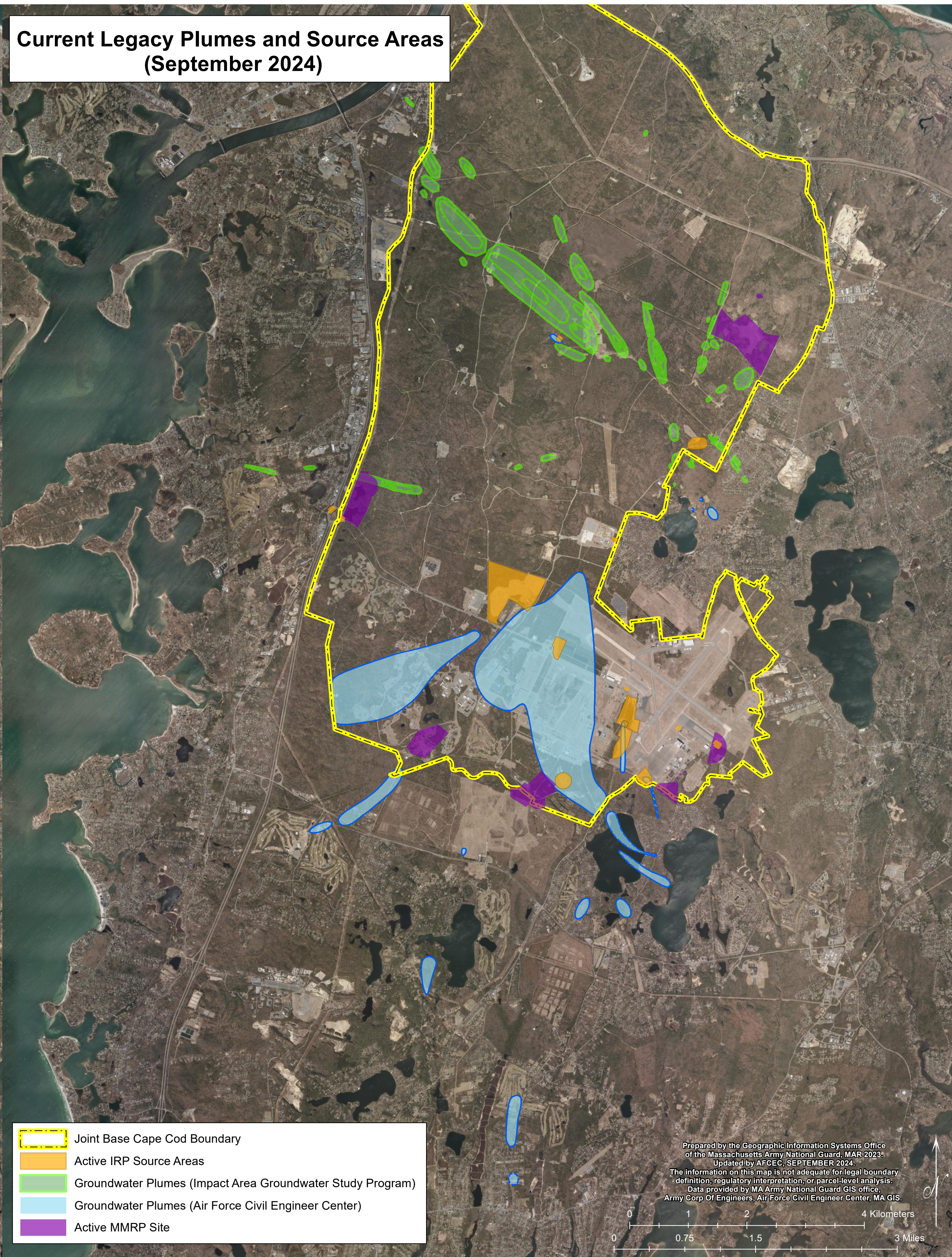




Current Plumes and Source Areas  
(September 2024)



Current Legacy Plumes and Source Areas  
(September 2024)





## Appendix I: Public Participation Requirements Table

*These activities have been reviewed and approved by the U.S. EPA and MassDEP to ensure compliance with their respective agencies' public participation requirements.*

| TOPIC (7)  | News Release | Newspaper Ad | Neighborhood Flyer (10) | Fact Sheet | Public Meeting               | Public Comment Period      |
|--|--------------|--------------|-------------------------|------------|------------------------------|----------------------------|
| <b>REMEDIATION</b>   |              |              |                         |            |                              |                            |
| PA/SI Fieldwork Notice to Proceed                                  | TBD (3)      |              | TBD (3) (4)             |            | JBCCCT                       |                            |
| Preliminary Assessment Report/Updates                              | TBD (3)      |              | TBD (3) (4)             |            | JBCCCT                       |                            |
| Site Investigation Report  | TBD (3)      |              | TBD (3) (4)             |            | JBCCCT                       |                            |
| Remedial Investigation Work Plan                                   | X            |              |                         |            | JBCCCT                       |                            |
| Draft Remedial Investigation Report                                |              |              | TBD (3) (4)             |            | JBCCCT (11)                  |                            |
| Draft Feasibility Study  |              |              |                         |            | JBCCCT (11)                  |                            |
| Proposed Plan  | X            | X            | TBD (3) (4)             | X (6)      | JBCCCT                       | 30 days (1) (9) with RI/FS |
| Public Hearing on Proposed Plan                                    | X            | X            |                         |            | At JBCCCT or other venue (6) |                            |
| Technical Memo   |              |              | TBD (3) (4)             |            | JBCCCT                       |                            |
| Draft Time-Critical Removal (<180 days)                            | X            | X            | TBD (3) (4)             | TBD (3)    | JBCCCT                       | 30 days (1)                |
| Draft Time-Critical Removal (>180 days)                            | X            | X            | TBD (3) (4)             | TBD (3)    | JBCCCT                       | 30 days (1)                |
| Draft Non-Time-Critical Removals (EE/CA)                           | X            | X            | TBD (3) (4)             | TBD (3)    | JBCCCT                       | 30 days (1)                |
| Draft Decision Document/No Further Response Action Planned (NFRAP) | X            | X            |                         |            | JBCCCT                       | 30 days (1)                |
| Final Decision Document/NFRAP                                      | X            | X            |                         |            | JBCCCT                       |                            |

| <b>TOPIC (7)</b>   | <b>News Release</b> | <b>Newspaper Ad</b> | <b>Neighborhood Flyer (10)</b> | <b>Fact Sheet</b> | <b>Public Meeting</b> | <b>Public Comment Period</b> |
|--|---------------------|---------------------|--------------------------------|-------------------|-----------------------|------------------------------|
| Pre-ROD Significant Changes/Amendment (12)                   | X                   | X                   | TBD (3) (4)                    | X (6)             | JBCCCT                | 30 Days (1)                  |
| Final Record of Decision                                     | X                   | X                   | TBD (3) (4)                    |                   | JBCCCT                |                              |
| Post-ROD Significant Changes/ESD                             | X                   | X                   | TBD (3) (4)                    | The ESD           | JBCCCT                |                              |
| Post ROD/Enforcement Action/Amendment                        | X                   | X                   | TBD (3)                        |                   | JBCCCT                | 30 days (1)                  |
| 100% Remedial Design   | X                   |                     |                                | X                 | JBCCCT                |                              |
| Prior to Start of Construction                               | X                   | TBD (3)             | TBD (3) (5)                    |                   | JBCCCT                |                              |
| Construction Updates, as Required                            | TBD (3)             |                     | TBD (3)                        |                   | JBCCCT                |                              |
| System Start-up (2)  | X                   |                     | TBD (3) (4) (5)                |                   | JBCCCT                |                              |
| Demobilization of Remediation System                         | TBD (3)             |                     | TBD (3) (4)                    |                   | JBCCCT                |                              |
| Project Closure Report                                       | X                   |                     |                                |                   | JBCCCT                |                              |
| Formal Site Deletion/Delisting (1)                           |                     | X                   |                                |                   |                       | X                            |
| <b>COMMUNITY INVOLVEMENT</b>                                 |                     |                     |                                |                   |                       |                              |
| Community and Team Meetings                                  | X                   | X                   | TBD (3)                        |                   | X                     |                              |
| Other Public Information Meetings                            | X                   | X                   | TBD (3)                        |                   | X                     |                              |
| Emergencies  | X                   | TBD (3)             | TBD (3)                        | TBD (3)           | TBD (3)               |                              |
| Town Water Hookups   | X                   |                     | X (4)                          |                   | JBCCCT                |                              |
| Monitoring Well Installation in Neighborhood                 |                     |                     | X                              |                   | JBCCCT                |                              |
| Private Well Verification Program (13)                       |                     |                     |                                |                   |                       |                              |
| Groundwater Monitoring Well Agreements & Abandonment (13+14) |                     |                     |                                |                   |                       |                              |

| <b>TOPIC (7)</b>  | <b>News Release</b> | <b>Newspaper Ad</b> | <b>Neighborhood Flyer (10)</b>          | <b>Fact Sheet</b> | <b>Public Meeting</b> | <b>Public Comment Period</b> |
|---|---------------------|---------------------|---|-------------------|-----------------------|------------------------------|
| Sampling Event (monitoring well, ecological, pond)                            |                     |                     | Abutters/owners/BOH as deemed necessary |                   | JBCCCT                |                              |
| SPEIM and O&M Reports   |                     |                     |   |                   | JBCCCT                |                              |
| Five-Year Review, commencement and final review                               | X (both)            | X (final only)      |   |                   | JBCCCT                |                              |
| Revised Community Involvement Plan (CIP)                                      | X                   | X                   |   |                   | JBCCCT                | 30 days                      |
| FFA Amendments  | X                   | TBD (3)             |   | TBD (3)           | TBD (3)               | TBD (3)                      |
| Enforceable Milestone Extensions  | TBD (3)             |                     |   |                   | TBD (3)               |                              |
| Administrative Order/Consent Decree/NPL Deletion                              |                     | X (1) (7) (8)       |   |                   | JBCCCT                | 30 days                      |
| Operational Start of AFCEC Funded Wellhead Treatment on a Public Water Supply | X                   |                     |   |                   | JBCCCT                |                              |
| Blow in place activities for explosive hazard (15)                            |                     |                     |   |                   |                       |                              |

**Notes:**

- (1) Responsiveness summary to address public comments will be prepared.
- (2) After system start-up, system performance reports will be provided to the JBCCCT.
- (3) To be determined (TBD) indicates that an activity is situational dependent; no entry means an activity is not required or not typically done.
- (4) Notice may be needed for activities taking place where nearby residents or the public could be affected.
- (5) Neighborhood Notice required for abutters within 500 feet of construction area and for any other invasive work. (300 feet was originally requested by the Mashpee BOH and AFCEC expanded it to 500 feet shortly thereafter and has continued to use 500 feet for the four Upper Cape Cod Towns.
- (6) The Proposed Plan is the fact sheet for the final feasibility study and for ROD amendments. Public hearing conducted during comment period. A revised Proposed Plan is issued for Pre-ROD significant changes. For the public hearing: transcript or equivalent of oral testimony required.
- (7) For all topics, presentation and/or written update will be provided to the JBCCCT, BOHs, Town Selectmen, Conservation Committees, etc., as appropriate. Documents will be placed in the Administrative Record, information repositories, and/or AFCEC webpage, as required.
- (8) Notice must be published in the Federal Register in addition to a local newspaper.
- (9) The proposed plan public comment period is also an opportunity to comment on the remedial investigation and feasibility study. A Proposed Plan public comment period can be extended 30 days upon receipt of a timely request. Comments are addressed in a responsiveness summary that is part of the final decision.



- (10) Neighborhood notices will be sent to the town officials as appropriate (police, boards of health, etc.). Notices issued to announce off-base intrusive work.
- (11) One or more meetings held prior to the finalization of alternatives and draft Feasibility Study.
- (12) A Pre-ROD Amendment is a revised Proposed Plan.
- (13) The Private Well Verification Program is one of several Land-Use Controls AFCEC has implemented at JBCC. The program may involve letters, emails, phone calls, home visits, and available coordination with the applicable town agencies regarding available information and notification.
- (14) May involve a legal instrument between the Air Force and the property owner in the form of an easement, right-of-entry, or some other binding document.
- (15) For items found on MMRP sites that are identified as a potential explosive hazard, the AFCEC will either coordinate with Explosive Ordnance Disposal (EOD) of the State Police, on-base EOD staff, and the Massachusetts National Guard to manage the item or will manage the item under a contract. Notifications will be made to local fire, police, etc., per established JBCC notification protocols for such events.

**Appendix J: Responsiveness Summary\* for Comments Received During the 30-Day Public Comment Period on the Draft CIP**

**\* = To be updated at the conclusion of the public comment period.**