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MEETING MINUTES REGARDING THE RESTORATION ADVISORY BOARD (RAB)  
MEETING HELD ON 21 MAY 2014 AT THE COURTYARD MARRIOTT MIDDLETOWN NS  
NEWPORT RI  
05/21/2014  
DEPARTMENT OF THE NAVY



**Meeting Minutes  
Restoration Advisory Board (RAB)  
Naval Station (NAVSTA) Newport, Rhode Island**

**May 21, 2014, 6:00 PM- 7:00 PM  
Courtyard Marriot, Middletown, Rhode Island**

**Attachments**

- Meeting Agenda
- Attendance Sheet
- Site Status Summary and Path Forward
- Site Progress Milestones
- Technical Assistance Grant (TAG) Presentation Slides
- EPA Technical Assistance Grant (TAG) Program Fact Sheet

**Call to Order and Approval of Previous Minutes**

David Dorocz (Navy RAB Co-Chair) called the meeting to order. The meeting minutes from the March 19<sup>th</sup> RAB meeting were accepted.

**Site Progress Update**

Mark Kauffman (Resolution Consultants) distributed the site status summary and site progress milestones handouts. Mark and Steve Parker (Tetra Tech) briefly noted highlights of recent accomplishments. Highlights included the completion of the Derecktor Shipyard Onshore proposed plan for presentation to the community after tonight's RAB meeting, followed by a 30-day public comment period. Field investigation activities at Tank Farm 4 started this week with a pre-design investigation (PDI) to better define the areas of the site to excavate per the selected remedy. The Carr Point Shooting Range and Coddington Point field investigations were recently completed, and pre-investigation brush clearing was completed to prepare for the Carr Point Storage Area field investigation. Additionally, the Old Fire Fighting Training Area (OFFTA) remediation was completed during the month, and a post-remediation inspection was scheduled for Thursday after tonight's RAB meeting.

**Community Update**

Margaret Kirschner (Community RAB Co-Chair) provided an update on recent community outreach efforts. Margaret provided information from independent research regarding sites similar to Gould Island for context, stating the scale of the project is approximately 1/20 of the large Hudson River dredging project in New York. Additionally, Margaret shared information regarding Brown University's NIEHS-related organization, which provides independent assistance for communities near NPL sites. David Brown (RAB member) and Margaret suggested ideas to increase membership, including reviewing which other entities would benefit most from having this information made available in Newport, Middletown, Portsmouth, and Jamestown.



Margaret suggested making the NAVSTA historical record available to the local universities (such as Salve Regina and CCRI) for students and faculty who are interested in environmental science and engineering. The group agreed, but also noted this was outside the purview of the RAB and Navy obligations to the community, and would not necessarily pursue this further at this time.

### **Technical Assistant Grant (TAG) Grant**

Bob Shewack (EPA) presented information regarding EPA Technical Assistance Grant (TAG) opportunities. The purpose of the TAG Grant system is for communities with NPL sites to hire a technical advisor to act as an independent reviewer. Bob further explained the responsibility of the technical advisor and the community group, the eligibility of community groups, and the application process. Discussion continued regarding the qualifications of the technical advisor and the context of eligible community groups. The presentation slides and fact sheet provide further information and are provided with these minutes for reference.

The RAB committee discussed ways to get the community more involved including using 'Semetia' and channels through the EPA community outreach. During the discussion, the group noted a suggestion to update the community relations plan (CRP), produced in July 1990.

### **Adjournment**

The RAB meeting adjourned at 7:00pm. Topics for the next RAB meeting on July 16<sup>th</sup> will include NUSC remediation progress and further discussion on ideas to enhance community involvement.



## MEETING AGENDA

### RESTORATION ADVISORY BOARD (RAB)

Naval Station Newport, Rhode Island

Wednesday, May 21, 2014, 6:00 – 7:00 pm  
Courtyard by Marriott - Newport Middletown  
9 Commerce Drive, Middletown, RI 02842

- CALL TO ORDER
- APPROVAL OF PREVIOUS MINUTES – March 19, 2014
- SITE PROGRESS HANDOUTS - No Discussion
  - Site Progress Milestone Chart
  - Site Summary Status Table
- COMMUNITY UPDATE
  - RAB Co-Chair Update from Margaret Kirschner
- REGULATORY UPDATE
  - USEPA Update from Kymberlee Keckler and TAG Grant presentation by Bob Shewack
  - RIDEM Update from Pamela Crump
- NEXT MEETING
  - July 16, 2014
  - Upcoming topics and presentations
- ADJOURN
  - All are welcome to stay for the Derecktor Shipyard Public Meeting and Hearing immediately following tonight's RAB meeting

# RESTORATION ADVISORY BOARD (RAB) MEETING ATTENDANCE SHEET



Naval Station Newport, Rhode Island

Name (Printed)	Organization/Affiliation	E-Mail Address	Cell Phone Number
1. Mark Kauffman	Resolution / Navy	mark.kauffman@aecom.com	978-846-5201
2. Kymburlee Keckler	USEPA	keckler.kymburlee@epa.gov	617-792-5633
3. Maritza Montegross	NAVFAC MIDLANT	maritza.montegross@navy.mil	757-341-2013
4. David Dorocz	NAUSTA Newport	david.dorocz@navy.mil	401-841-7671
5. Andrew Borden	Resolution / Navy	andrew.borden@aecom.com	978-906-0245
6. Winona Johnson	NAVFAC MIDLANT	winona.johnson@navy.mil	757-341-2008
7. Stephen Parker	Tetra Tech	stephen.parker@tetratech.com	978-474-8434
8. Darlene Ward	Naval Station Newport	darlene.ward@navy.mil	401-841-6376
9. Chandette Weissinger	Ports Cross Comm		683-0085
10. MAURET KIRSCHNER	NEWPORT	makirschnercpa@gmail.com	857-472-9191
11. Pamela Crump	RIDEM	pamela.crump@dem.nj.gov	401-222-2797
12. David Brown	Newport	djbrown2@epa.gov	401-848-9427
13. HURSTON GRAY	PORTSMOUTH		
14. JOE FODAN	TUE	jtodan1@maerie-rr.com	207-232-3080
15. Kathy Abbas	RIN/AP	rhodeislandmay@yahoo.com	
16. Roberto Pagtalunan	NAVFAC Midlant	roberto.pagtalunan@navy.mil	757-341-2010
17. Manuel M. Marques	CIU	manuy@local271.org	401-486-8651
18.			
19.			
20.			
21.			

**SITE STATUS SUMMARY AND PATH FORWARD**

Environmental Restoration Program  
Naval Station Newport, Rhode Island



Updated: 05/12/14

Site	Site Name	Operable Unit	Regulatory Phase	Path Forward
Site 1	McAllister Point Landfill	Source	OU 1	CERCLA Long-term Monitoring (LTM) Implementation 2011 and 2012 LTM reports were submitted in May/June 2013; 2013 LTM sampling is planned; data is to be provided to EPA/RIDEM within 90 days of data collection; next step is continued LTM
		Migration	OU 4	
Site 2	Melville North Landfill	NA	RIDEM Closure	Closed under RIDEM regulations; the Navy was not the owner during the time of site listing; construction was completed in January 2000; Final Closeout Report submitted in October 2010
Site 4	Coddington Cove Rubble Fill Area (CCRF)	NA	Pre-CERCLA Study Area Screening Evaluation (SASE) Appendix Work Plan (SAP)	Final Work Plan for additional groundwater sampling was submitted in November 2013; sampling was completed in early 2014; results will be used to append SASE (Groundwater Tech Memo) with recommendation on whether further action is warranted
Site 8	NUSC Disposal Area	OU 7	CERCLA Remedial Design	Remedial action is in progress for the remediation components that have been designed. Next steps are to complete the design for the remaining remediation components and implement those components when the design is completed
Site 9 & 20	Old Fire Fighting Training Area (OFTA)	OU 3	CERCLA Remedial Construction Completion	Construction completion close-out report is expected in 2014 after final site seeding. Plans for Long Term Monitoring have been drafted, reviewed, and are in revision. Next steps are construction completion, LUC implementation, and O&M and monitoring and 5-year reviews of the remedy
Site 7	Tank Farm 1	Cat 1	TBD	CERCLA Remedial Investigation (RI) Data Gaps Assessment Report Data Gaps Report submitted to agencies in March 2013; regulatory comments were received and refinements are ongoing; discussion for preparing Draft Final Report in August 2013; next steps are to finalize RI (Data Gaps) Report and complete a focused FS, Proposed Plan, and ROD
		Cat 2	NA	RIDEM Investigation Planning Sites are closed and/or in the process of being closed by DESC
		Cat 3	NA	NA No Category 3 AOCs have been identified for further assessment at Tank Farm 1
Site 10	Tank Farm 2	Cat 1	TBD	CERCLA Remedial Investigation (RI) Work Plan (SAP) Final RI Work Plan was submitted in July 2013; field investigation was completed in December 2013; next steps are RI completion, FS, Proposed Plan, and ROD
		Cat 2	NA	RIDEM Site Investigation (SI) and/or Closure Site information was compiled in April 2013 and a review was completed in June 2013; further information is being requested from DESC; currently all Category 2 AOCs at Tank Farm 2 are expected to be addressed by DESC
		Cat 3	NA	RIDEM Site Investigation (SI) and/or Closure Field inspections of Cat 3 AOCs were conducted with EPA and RIDEM on 4/2/14; a summary table with the path forward recommended for each AOC was subsequently submitted; the next steps are to prepare a Work Plan, field assessment, and report.
Site 11	Tank Farm 3	Cat 1	TBD	CERCLA Remedial Investigation (RI) Work Plan (SAP) Final SASE Report completed; Concurrence received from agencies on Final RI Work Plan in April 2013; RI field program was completed in December 2012; next steps are RI completion, FS, Proposed Plan, and ROD
		Cat 2	NA	RIDEM Site Investigation (SI) and/or Closure Site information was compiled in April 2013 and a review was completed in June 2013; further information is being requested from DESC; currently all Category 2 AOCs at Tank Farm 3 are expected to be addressed by DESC
		Cat 3	NA	RIDEM Site Investigation (SI) and/or Closure Field inspections of Cat 3 AOCs were conducted with EPA and RIDEM on 4/2/14; a summary table with the path forward recommended for each AOC was subsequently submitted; the next steps are to prepare a Work Plan, field assessment, and report.
Site 12	Tank Farm 4	Cat 1	OU 11	CERCLA Feasibility Study (FS) Report; Proposed Plan ROD was signed in September 2013; Draft pre-design investigation (PDI) work plan was provided to agencies for review; next step is to implement the PDI and refine the extent of remediation, and complete the remedial design (RD) package for remedy implementation
		Cat 2	NA	RIDEM Site Investigation (SI) and/or Closure Corrective action plans were completed for specific AOCs in 2002 and implemented; LTM data was collected in 2010 with report submitted to RIDEM in 2011; further information is being requested from DESC; currently all Category 2 AOCs at Tank Farm 4 are expected to be addressed by DESC
		Cat 2 Tanks 38, 42, 45, 48	NA	RIDEM Site Investigation (SI) and/or Closure Corrective action plans were completed for specific AOCs in 2002 and implemented; LTM data was collected in 2010 with report submitted to RIDEM in 2011; further information is being requested from DESC; currently all Category 2 AOCs at Tank Farm 4 are expected to be addressed by DESC
		Cat 3	NA	RIDEM Site Investigation (SI) and/or Closure Field inspections of Cat 3 AOCs were conducted with EPA and RIDEM on 4/2/14; a summary table with the path forward recommended for each AOC was subsequently submitted; the next steps are to prepare a Work Plan, field assessment, and report.
Site 13	Tank Farm 5	Cat 1	OU 2	CERCLA Feasibility Study (FS) Report; Proposed Plan ROD was signed in January 2014; Draft pre-design investigation (PDI) work plan was provided to agencies for review; next step is to implement the PDI and refine the extent of remediation, and complete the remedial design (RD) package for remedy implementation
		Cat 1 Tanks 53, 56	OU 2	Interim ROD Closure Groundwater treatment was conducted for two years; LTM was conducted accordingly; LTM was discontinued in 2006; the treatment plant and wells were decommissioned in 2008
		Cat 2	NA	RIDEM Site Investigation (SI) and/or Closure Corrective action plans were completed for specific AOCs in 1999 and implemented; LTM data was collected in 2010 with report submitted to RIDEM in 2011; further information is being requested from DESC; currently all Category 2 AOCs at Tank Farm 5 are expected to be addressed by DESC
		Cat 2 Tank 50	NA	RIDEM Site Investigation (SI) and/or Closure A pilot study was conducted in 1997, during which it was determined that there is light non-aqueous phase liquid (LNAPL) that was not possible to recover; no Corrective Action Plan (CAP) was drafted
		Cat 2 Tanks 51, 52, 54, 57	NA	RIDEM Site Investigation (SI) and/or Closure Corrective action plans were completed for specific AOCs in 1999 and implemented; LTM data was collected in 2010 with report submitted to RIDEM in 2011; further information is being requested from DESC; currently all Category 2 AOCs at Tank Farm 5 are expected to be addressed by DESC
		Cat 3	NA	RIDEM Site Investigation (SI) and/or Closure Field inspections of Cat 3 AOCs were conducted with EPA and RIDEM on 4/2/14; a summary table with the path forward recommended for each AOC was subsequently submitted; the next steps are to prepare a Work Plan, field assessment, and report.
Site 17	Gould Island	OU 6	CERCLA Feasibility Study (FS) Report; Proposed Plan Draft FS was completed in June 2012; Draft Final FS is being refined; Proposed Plan has been presented; next steps are to finalize the Final FS and prepare the ROD	
Site 19	Derecktor Shipyard	Onshore	OU 12	CERCLA Feasibility Study (FS) Report Draft FS was submitted in December 2012; Draft Final FS is being refined; Proposed Plan is being presented; next steps are to finalize the Final FS and prepare the ROD
		Offshore	OU 5	CERCLA Feasibility Study (FS) Report Draft Final FS was submitted in March 2013; Draft Final FS is being refined; Proposed Plan is being presented; next steps are to finalize the Final FS and prepare the ROD
IR Site 22	Carr Point Storage Area	OU 10	CERCLA Remedial Investigation (RI) Work Plan (SAP) The final Work Plan has been submitted; next steps are to initiate field sampling and data analyses and complete the RI, FS, Proposed Plan, and ROD	
MRP Site 1	Carr Point Shooting Range	OU 9	CERCLA Interim Removal Action; Remedial Investigation (RI) Work Plan (SAP) Interim Removal Action of soil excavation is completed; Final RI Work Plan was completed in September 2013; field investigation was initiated in late 2013 and completed in April 2014; next steps are to complete the RI, FS, Proposed Plan, and ROD	
Site 23	Coddington Point Buried Debris Sites (5)	TBD	CERCLA Focused Remedial Investigation (RI) Work Plan (SAP) Field sample collection has been completed; next steps are to complete the RI, FS, Proposed Plan, and ROD.	

**SITE PROGRESS MILESTONES FOR RAB**  
**Environmental Restoration Program**  
**Naval Station Newport, Rhode Island**



Updated: 05/12/14

Site	Site Name	USEPA Operable Unit (OU) Designation	Navy RPM	Navy Newport Facility Contact	EPA RPM	RIDEM RPM	Preliminary Investigation		Work Plan		Full Investigation			Removal	Technology Evaluation		Site Response Decision				Remediation			
							Final PA Report	Final SI or SASE Report	Draft SAP or WP	Final SAP or WP	Completion of Field Program	Draft RI Report or SIR	Final RI Report or SIR	Final CCR or RACR	Draft FS Report	Final FS Report	Draft PP	Final PP	Draft ROD or CAP	Final ROD or CAP	Completion of Design	Completion of Construction		
Site 1	McAllister Point Landfill	Onshore	OU 1	MM	DW	WL	PC							NA										
		Offshore	OU 4																					
Site 2	Melville North Landfill	NA	MM	DW	--	PC			NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Site 4	Coddington Cove Rubble Fill Area (CCRF)	NA	MM	DW	WL	PC		01/17/15	NA	NA	NA	NA	NA	NA	TBD	TBD	TBD	TBD	TBD	TBD	TBD			
Site 8	NUSC Disposal Area	OU 7	MM	DM	WL	PC								NA									11/17/15	
Site 9 & 20	Old Fire Fighting Training Area (OFTA)	OU 3	WJ	DW	KK	PC								NA										
Site 7	Tank Farm 1	Cat 1	TBD	RP	DW	KK	PC							06/03/14	TBD	10/3/14	4/16/15	7/15/15	12/12/15	4/13/16	9/10/16			
		Cat 3	NA					NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Site 10	Tank Farm 2	Cat 1	TBD	RP	DW	KK	PC							07/20/14	01/31/15	TBD	5/31/15	12/12/15	3/11/16	8/8/16	11/6/16	4/5/17		
		Cat 2	NA							TBD	TBD	TBD	NA	NA	NA	NA	NA	NA	NA	NA	TBD	TBD		
Site 11	Tank Farm 3	Cat 3	NA					10/28/14	05/11/15	07/10/15	01/21/16	08/18/16	NA	NA	NA	NA	NA	NA	TBD	TBD				
		Cat 1	TBD	RP	DM	KK	PC								01/31/15	TBD	5/31/15	12/12/15	3/11/16	8/8/16	11/6/16	4/5/17		
Site 12	Tank Farm 4	Cat 2	NA	RP	DM	KK	PC							NA									11/25/14	5/10/16
		Cat 1	OU 11																					
Site 13	Tank Farm 5	Cat 3	NA					10/28/14	05/11/15	07/10/15	01/21/16	08/18/16	NA	NA	NA	NA	NA	NA	TBD	TBD	TBD			
		Cat 2 T50	NA	RP	DM	KK	PC																	
		Cat 1 T53, 56	OU 2																					
		Cat 1 Other	NA																					
Site 17	Gould Island	Cat 2 Other	NA																					
		Cat 3	NA	RP	DM	KK	PC																	
Site 19	Derecktor Shipyard	Onshore	OU 12	DOC	DW	KK	PC																	
		Offshore	OU 5																					
IR Site 22	Carr Point Storage Area	OU 10	MM	DW	WL	PC																		
MRP Site 1	Carr Point Shooting Range	OU 9	MM	DW	WL	PC																		
Site 23	Coddington Point Buried Debris Sites (5)	TBD	DOC	TS	WL	PC																		

Completed or not applicable
Resolution is contracted
Tetra Tech is contracted
Not yet contracted

**Notes:**

Category 1 - Includes non-petroleum impacts; managed under CERCLA; lead regulatory agency is USEPA  
 Category 2 - Includes only petroleum impacts; managed under RIDEM regulations; lead regulatory agency is RIDEM  
 Category 3 - Nature of site impacts is not yet defined; will be placed in either Category 1 or 2  
 Site investigation for Tank Farm 5 consisted of pilot study report for Cat 2 TF50, and characterization report for Cat 3  
 X = Completed, NA = Not applicable  
 RP = Roberto, MM = Maritza, DOC = Dominic, WJ = Winoma, DM = Deb, DW = Darlene, WL = Bill, KK = Kymberlee, PC = Pam  
 TS = Tom

PA = Preliminary Assessment  
 SI = Site Inspection  
 SASE = Study Area Screening Evaluation  
 SAP = Sampling and Analysis Plan  
 WP = Work Plan  
 CAP = Corrective Action Plan (RIDEM)  
 OU = Operable Unit

RI = Remedial Investigation  
 SIR = Site Investigation Report (RIDEM)  
 RACR = Remedial Action Completion Report  
 FS = Feasibility Study  
 PP = Proposed Plan  
 ROD = Record of Decision  
 T = Tank

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## Technical Assistance Grants (US EPA)

Bob Shewack  
US EPA Region I TAG Coordinator  
05/21/2014

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### History of TAG Use at Newport Naval Education/ Training Center

- A TAG grant was issued to the Aquidneck Island Citizen's Advisory Board (AICAB) from 10/1/1995 – 9/30/2004. The grant totaled \$115,000.

## Purpose of TAG Funds

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- The TAG program provides money to community groups to pay for technical advisors to interpret and explain technical reports, site conditions, and EPA's proposed cleanup proposals and decisions.

## TAGs – Budgetary Issues

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- EPA will award a TAG grant for up to \$50,000. Additional funds may be available and the grant initially can be used for up to three years with extensions possible if needed. Only one TAG can be given for each Superfund site at a given time.
- To receive a TAG grant, your group must contribute a matching share of at least 20% of the total project costs. This match is usually not difficult to provide and typically consists of donating volunteer hours and other "in-kind" services.

## Use of TAG Funds

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**The technical advisor can be paid for the following:**

1. Reviewing site-related documents from EPA or others.
2. Meet with your group and other community members to explain site information.
3. Make site visits, when appropriate and necessary, to learn more about site activities.
4. Travel to meetings and hearings about the site.
5. Evaluate plans for reusing the site after it is cleaned up.
6. Interpret and explain health-related information.

## Use of TAG Funds

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The majority of TAG funds must be used for the technical advisor, but the following are also considered allowable expenses:

1. Supplies.
2. Office Equipment.
3. Pro-rated portion of rent.
4. Assistance with grant administration.
5. Incorporation costs.

## Use of TAG Funds

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TAG Funds **cannot** be used for the following:

1. Travel expenses of group members.
2. Lawsuits or other legal actions.
3. Lobbying.
4. Social activities, fund raising, etc.
5. Tuition or training expenses for group members or the technical advisor (except for one-time health and safety training for the advisor to gain access to the site.
6. Collection of new health or primary data.
7. Reopening or challenging final EPA decisions.

## Eligibility of Community Group

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- Your group may apply for a TAG if your members' health, economic well being, or enjoyment of the environment is, or may be, hurt by the Superfund site. It is very important that your group represents the community at large.
- Your group does not need to incorporate for the purposes of applying for the TAG grant; however, to receive a TAG your group must incorporate for the purpose of participating in decision-making at the site.

## Eligibility of Community Group

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Community groups that can apply for a TAG grant include:

1. A community group which was formed because of issues and concerns it had about the site.
2. A group that has been actively involved at the site and that includes all the affected individuals and groups who joined in applying for the TAG.
3. A group made up of several groups that came together to deal with community concerns about the site and its effects on the surrounding area.

## Eligibility of Community Groups

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Groups that are ineligible for a TAG include:

1. Potentially Responsible Parties.
2. Groups representing or receiving money or services from a PRP.
3. Academic institutions like colleges or universities.
4. Groups affiliated with a national organization.
5. Political subdivisions like states, counties, cities, townships or tribes.
6. Groups created by, representing, or receiving money or services from any of the groups described above that are not eligible.

## Application Process

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The total application and award process typically takes between five and six months.

1. The community groups writes EPA a Letter of Intent telling of its interest in a TAG grant.
2. EPA informs the rest of the community that your group is interested in a TAG. EPA will notify the rest of the community through an advertisement in a local newspaper. Other groups may contact your group and join with you or may submit their own Letter of Intent.
3. Other interested groups have 30 days to get in touch with your group about working together to submit one application to the EPA. If your group and the other interested group decide they don't want to form a coalition, groups that intend to apply for the TAG must write EPA a Letter of Intent within the 30-day period.
4. After the initial 30-day period, interested groups will have another 30 days to submit applications. EPA is available to provide help to all groups preparing TAG applications.

## Post-Award Administration

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- Reimbursement requests (SF-270) must be submitted to the EPA requesting reimbursement for expenses incurred including technical advisor costs.
- Progress Reports must be submitted quarterly.
- MBE/WBE and Federal Financial Reports must be submitted annually.

## Any questions??

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**Contact:**

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Boston, MA 02109-3912  
Phone: (617) 918-1428  
Fax: (617) 918-0428  
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# Technical Assistance Grant (TAG) Program: Fact Sheet



## What Is a Technical Assistance Grant?

Often, there are many technical issues at Superfund sites that are hard for people to understand. The EPA's Technical Assistance Grant (TAG) program provides money to community groups so they can pay for technical advisors to interpret and explain technical reports, site conditions, and EPA's proposed cleanup proposals and decisions.

EPA's cleanup decisions depend on several different things, including what studies say about site conditions, the kinds of wastes found, and the cleanup methods that would work at a particular site. A technical advisor can help community members participate in decision making by helping them to better understand what is going on at the site.

## Who May Apply for a TAG?

Your group may apply for a TAG if your members' health, economic well being, or enjoyment of the environment is, or may be, hurt by a Superfund site. Your group does not need to be incorporated to apply for a TAG; however, to receive a TAG, your group must incorporate for the purpose of participating in decision-making at the site. Groups that are already incorporated for other purposes may also be eligible under certain circumstances.

EPA encourages applications from groups that are interested in becoming more involved in the decision-making process for a nearby Superfund site, but need help understanding the technical issues and want to share



information with the whole community. Here are a few types of community groups that can apply for a TAG:

- A community group or citizens' association which was formed because of issues and concerns it had about the site.
- A group that has been actively involved at the site and that includes all the affected individuals and groups who joined in applying for the TAG.
- A group made up of several groups (like those described above) that came together to deal with community concerns about the site and its effects on the surrounding area.

### Groups That Are Not Eligible for a TAG Are:

- Potentially responsible parties (PRPs), who are the individuals, cities/townships, or companies that may be responsible for, or may have contributed to, pollution problems at the Superfund site. PRPs can include facility owners, operators, transporters, or generators of hazardous waste.
- Groups representing or receiving money or services from a PRP.
- Academic institutions like colleges or universities.
- Groups affiliated with a national organization.
- Political subdivisions like states, counties, cities, townships or tribes.
- Groups created by, representing, or receiving money or services from any of the groups described above that are not eligible.

### How Does My Group Apply for a TAG?

EPA may award only one TAG per Superfund site. To make sure that all eligible groups have an equal opportunity to apply for a single TAG, the application process follows these steps:

**Step 1:** Your group writes EPA a letter telling of its interest in a TAG. This "letter of intent" should include the name of the Superfund site or sites the TAG is for. It also should include the name, daytime telephone number, and address of your group's contact person. EPA will send you the TAG Application Package.

**Step 2:** EPA informs the rest of the community that your group is interested in a TAG. EPA usually notifies the community by publishing an ad in a local newspaper. The notice also explains that other groups interested in a TAG may contact your group and join with you or may submit their own Letter of Intent.

**Step 3:** Other interested groups in your community then have 30 days to get in touch with your group to talk about working together to submit one application to EPA. If your group and other interested groups decide they don't want to form a coalition, other groups that intend to apply for the TAG must write EPA a letter of intent within this 30-day period.



**Step 4:** After the initial 30-day period, interested groups will have another 30 days to submit applications. If EPA receives more than one application, it will rank each applicant based on whether the group represents the affected community, the group's plans for using a technical advisor, and the group's ability and plans to inform other community members about site-related information provided by the technical advisor. EPA is available to provide help to all groups preparing TAG applications.

## How Much Money Can My Group Receive?

Initially, EPA will award a TAG for up to \$50,000. Additional funds may be available. There can be only one TAG for each Superfund site.

To get a TAG, your group must contribute a matching share to the project. Your match must equal at least 20 percent of the total project costs. This match usually is not difficult to provide: most groups make their match by donating volunteer hours and other "in-kind" services. Sometimes, EPA can waive the matching-share requirement or require your group to contribute a smaller match. EPA will help your group determine what "in-kind" and donated services can be counted as match.

## How Does My Group Get Its TAG Money?

EPA reimburses your group for its eligible costs. Reimbursement means that your group must first incur a cost and then ask EPA to pay for it. For the most part, your group may not get money up front. However, new recipients of TAGs may ask for a one-time advance payment of up to \$5,000. To get an advance payment, you must explain in your TAG application how your group plans to spend the advance payment. Your group can use the advance payment to pay some of the costs for starting up your group. Start-up costs might include opening a bank account, buying or leasing office supplies and equipment, or advertising for a technical advisor. You cannot use an advance payment to pay for incorporating your group or to pay a technical advisor or for other contractor services. (Although your group cannot use the advance payment to pay incorporation costs, your group can be reimbursed for incorporation costs later.)

## What Can My Group Do with a TAG?

Your group must use most of its TAG money to pay for one or more technical advisors to help you understand information about the site. For example, you may want someone to explain how the site affects the air or water in the site area and someone else to evaluate any health issues related to the site. The technical advisor reviews and explains existing information about the site developed as part of the Superfund cleanup process. Technical advisors



should produce reports that are easily understood by the community. Technical advisors cannot, however, conduct additional studies or generate any new data or information.

Here are some examples of what your group might pay a technical advisor to do:

- Review site-related documents from EPA or others.
- Meet with your group and other community members to explain site information.
- Make site visits, when appropriate and necessary, to learn more about site activities.
- Travel to meetings and hearings about the site.
- Evaluate plans for reusing the site after it is cleaned up.
- Interpret and explain health-related information.

Your group may use a small amount of its TAG funds to pay for supplies, office equipment, and rent. Your group also may pay someone to manage your TAG. If your group incorporates as a non-profit organization just so it can receive a TAG, the expenses for incorporation can also be charged to your TAG if your group is chosen to receive one. If EPA does not award a TAG to your group, however, you will not be reimbursed for the incorporation costs.

## What Can't We Do with TAG Money?

There are several activities you cannot pay for with TAG money. Here are some examples:

- Travel expenses of group members (only technical advisor travel expenses can be paid).
- Lawsuits or other legal actions, including preparing testimony or hiring expert witnesses.
- Lobbying.
- Social activities, fund raising, or amusement.
- Tuition or training expenses for group members or technical advisors (except for one-time health and safety training for the advisor to gain access to the site).
- Collection of new health or primary data through, for example, medical testing or well drilling and testing.
- Reopening or challenging final EPA decisions.

## How Does EPA Decide If Our Group Can Get a TAG?

The TAG application asks for information that will help EPA decide whether your group can manage a TAG. The application also asks your group to describe its history, goals, plans for using TAG funds, and how your group plans to share information learned from the technical advisor with the rest of your community. Your group must



include in the application to EPA a work plan and a budget that shows the time and resources the group will commit to TAG activities.

## How Do We Find and Hire a Qualified Technical Advisor?

After EPA awards your TAG, your group needs to choose a qualified technical advisor. EPA has a list of sources where your group might find qualified advisors. You should choose a technical advisor who has the skills to address the specific issues and concerns at your site. A technical advisor must have these qualifications:

- Demonstrated knowledge of hazardous or toxic waste issues or relocation, redevelopment, or public health issues at your group's site.
- College or university training, and preferably a degree, in the relevant fields.
- The ability to explain technical information to your community in ways you understand.

Like all grants awarded by EPA, TAGs have certain regulatory requirements. Besides finding an advisor with the right background for your community's needs, you must also find and hire your technical advisor in accordance with EPA's grant regulations. The grant regulations require that you go through certain steps that make sure you find your advisor through a fair and competitive process.

## How Does My Group Manage Its TAG?

Your group must keep track of how it spends TAG funds. This means your group must:

- Create a bookkeeping system and keep complete financial records of how TAG funds and your required matching funds or in-kind services are used.
- Ask EPA for reimbursement so you can pay your technical advisor on time and in full.
- Prepare and give quarterly progress reports and other reports to EPA.

Your group can use a small amount of TAG funds to pay a grant administrator to manage the TAG. But remember: Most TAG money must go toward your technical advisor, so the cost for a grant administrator should be both reasonable and necessary, and you must follow federal procurement regulations when hiring a grant administrator.

## What If My Group Needs More Information?

Visit the TAG program web site at: <http://www.epa.gov/superfund/community/tag/contacts.htm> to contact the TAG coordinator for your region. The TAG coordinator will be available to further assist your group.