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LETTER PROVIDING INFORMATION REGARDING COMMUNITY RELATIONS PROGRAM
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12/22/1993
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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION I

J.F. KENNEDY FEDERAL BUILDING, BOSTON, MASSACHUSETTS 02203-2211

December 22, 1993

Mr. Jim Tayon
Shipyard Project Engineer
Environmental Affairs Office (Code 121.5)
Portsmouth Naval Shipyard
Portsmouth, N.H. 03804-5000

Dear Jim,

I thought I'd drop you a quick note to thank you for meeting with me a couple of weeks ago and also pass on a couple of items I promised I'd send. I hope the enclosed documents provide useful guidance on the Superfund community relations program should the shipyard be placed on the National Priorities List.

The flow chart details the required community relations activities in relation to specific technical milestones that are reached during Superfund cleanups. While brief, the chart indicates exactly at what stage any given community relations activity is required, along with suggestions for additional exercises. For example, directly beneath the box "Sign ROD," you'll see that it's necessary to place a public notice in a local newspaper and also make the document available to the public in a nearby information repository. For more specific instructions on each activity, feel free to give me a call or refer to the Superfund Community Relations Handbook I left behind in your office.

Although currently a very rudimentary, bare-bones version, the draft styleguide ought to give you a general idea as to what I'd ultimately like to assemble. Among other things, this styleguide will help to standardize the wordings and explanations of much of the technical and legal terminology we're faced with in the environmental cleanup field. I firmly believe that such terms as "remedial action" and "groundwater migration" are foreign to most people, and therefore it is crucial that we convey these concepts in a context not lost on the average reader. Hopefully, this styleguide will help facilitate overcoming this self-imposed "language barrier." Please take a quick look at it and fax me any terms or concepts you'd like to see addressed that have thus far been overlooked.

I'm still looking into the possibility of arranging an e-mail system that both Ernie and I can communicate with you on. All I know at this point is that we do have the capacity to hook into the "interlink" system. On another matter, I recently mentioned to Art Ditto at Pease AFB that you'd be interested in attending one of his TRC meetings sometime in the near future. He said he'd be happy to have you as a guest anytime and

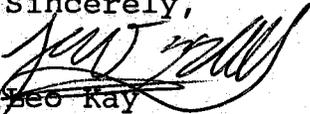


indicated that he'd probably be calling you sometime soon. Perhaps the next meeting might provide a good opportunity to have Kenneth Plaisted come along to get a look at how TRC meetings function that are open to the public. I think he'll find that opening the meetings to the public in no way harms their overall effectiveness.

Once again, thanks for your hospitality during my recent visit. I look forward to working with you on the upcoming public meeting set for January 25. As I already relayed to you over the phone, Ernie will give a quick presentation at the meeting on the differences between RCRA and CERCLA, and will also briefly touch on the NPL process.

Have a great holiday season.

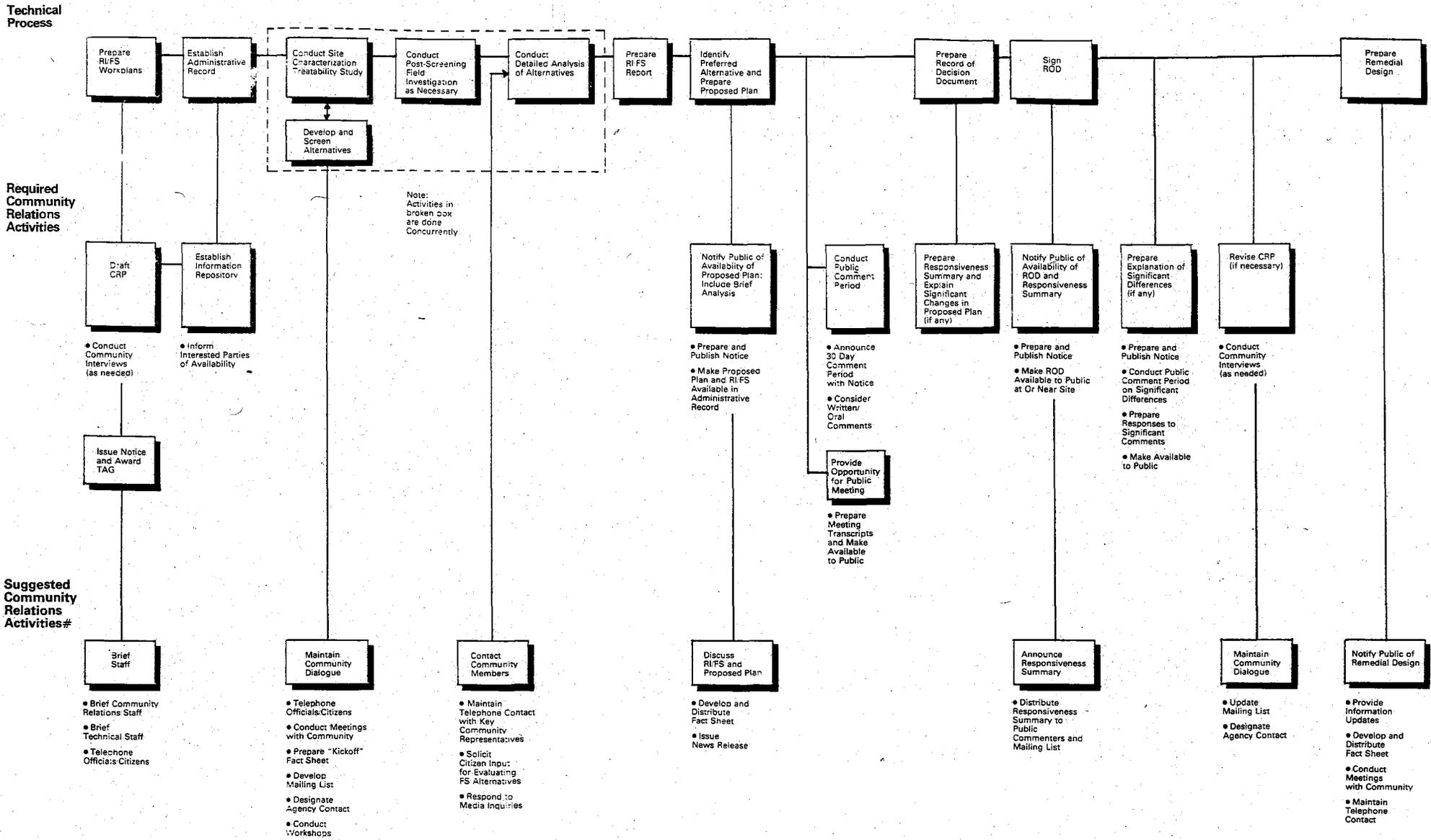
Sincerely,



~~Leo Kay~~
Superfund Community Relations

cc: Ernie Waterman

Relationship of Community Relations Activities to the Superfund Technical Process*



*Based on Draft NCP

Ongoing throughout RI/FS Process

The EPA Region 1

Styleguide

to technical terms, jargon
and other confusing terminology

Compiled January 1993
by members of the regional Superfund
community relations staff

Forward

This styleguide is intended primarily to cut down on the use of technical terminology when preparing public outreach materials such as press releases and fact sheets. In some cases, you will find that the preferred wording will actually take up more space than the original term. Although in drafting these documents, brevity is always a key goal to shoot for, it's better to spend extra time explaining a complicated idea than it is to place it into the body of a press release out of context.

For any terms not covered by this styleguide, consult the AP Stylebook first and Webster's New World Dictionary second for proper guidance on proper spelling, capitalization or definition.

Words, terms and acronyms are listed alphabetically in this document and are followed directly by explanations as to the best wording to convey a certain message,

acronyms — Avoid at all costs except for usage of cases widely understood by the general public. For example, the "EPA" is acceptable, and so are other acronyms like "???" and "?" ARARS, RI/FS and ROD are not.

acute effects —

administrative order of consent —

animal stress —

aquatic habitats/settings —

Applicable and Relevant Administrative Requirements (ARARs) — federal requirements.

baseline — A standard set by EPA officials that ???

bedrock — I think you have to give the public credit for knowing this term, but to help clarify the concept it might help to list the depth and type of rock, and also anything out of the ordinary about its properties.

below federal standards — "acceptable under federal standards" ?

benthos/benthic organisms —

cap — "cap" fits.

capitalization — You should consult the AP Style-book for most situations, however, for some of the most widely spread misuses, here's a brief ???

carcinogenic — Most of the public understands this word, however, "cancer-causing" could also be used.

chronic toxicity —

cleanup/clean up — One word when used as a noun, two words as a verb.

cleanup activities — cleanups

cleanup levels/goals — The EPA has set ???

closure —

confined disposal facility —

consent decree —

contaminants — Fine as is.

corresponding surface water/bodies —

decontamination —

de minimis settlement —

dermal contact — "skin contact"

dewater — drain

DNAPLs/LNAPLs — Substitute ?? for these acronyms. They mean nothing to the average reader.

ecological vs. human health —

effluent —

engineering evaluation/ cost analysis (EE/CA) — A series of studies conducted to determine ???

"the" EPA — One of the most widespread mistakes in the agency involves referring to the agency without a definitive article, in this case "the." Correct: The EPA is planning on recalling 1,000 Yugos. Incorrect: EPA is planning ...

explanation of significant differences (ESD) —

Something to the effect of, "The EPA has issued a document explaining the differences it has decided on since it issued its original decision on the cleanup."

exceedance — No such word. Perhaps try ???

feasible — No problem as is.

floating hydraulic pipeline --

fractured bedrock — "Bedrock whose fractured properties tend to make it difficult to determine ???"

full scale unit --

holding basin --

groundwater — Although often written as two words, the ??? dictionary lists it as one word.

impact — I guess this hinges on the concept in which it's used.

impermeable — Most people understand this word.

incidental ingestion — Explain the concept

indicator species — A local animal species chosen by EPA investigators that best characterizes the risks posed to the ecosystem at the site.

in-situ — on-site

institutional controls — Devices designed to restrict access to the site, such as a chain link fence or the posting of a security guard."

interim remedial measures --

leachate collection --

management of migration (MOM) --

media scenario--

migrating--moving

monitoring wells — "Wells placed to monitor the migration of any contamination in the groundwater."

operable unit — Depends on the context. In some cases, it's acceptable to say "The Air Force/EPA/State has broken down the areas it will address into a term called 'operable units.'" In other cases, it's better to say "?????"

parts per million/parts per billion (ppm & ppb)--

passive sentences --

plume --

potential future exposures --

potentially responsible parties (PRPs) — "Parties considered by EPA officials to be potentially responsible for some of the site's contamination ... "

primary source area --

receptors --

record of decision (ROD)— "The EPA has issued a document called a record of decision, which details its cleanup plan"

remedial/remedy —

remedial design —

remedial investigation/feasibility study (RIFS)— Instead of saying "the EPA conducted an RI/FS," simply say "the EPA has conducted numerous studies."

revegetated — replanted.

risk assessment — A study conducted to determine the risks posed to human health and the environment

seeps — You rarely lose out with one syllable words. Like "cap," this term also allows the reader to visualize the concept.

sewer rehabilitation —

significant adverse economic effects --

significant lack of diversity --

site characterization — A report that documents the physical, chemical and ? aspects of a site, and how they will factor into an eventual cleanup plan to address the contamination.

slurry wall --

source control — A measure the agency takes to stem the flow of contaminants by addressing the pollution's source.

surface/subsurface soils —

total volatiles --

vadose zone --

volatile organic compounds/semi-volatile organic compounds (VOCs/SVOCs) — If applicable, refer to as solvents, ?? and ??

volatilized -- evaporated

wetlands compensation --