

Public Participation Guidance

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& Initial Notice**

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Administrative Requirements for the Remediation of Contaminated Sites

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- Approval will be conditioned upon the plan being:
 - Site-specific
 - Commensurate with site conditions and the level of public interest
 - Flexible to accommodate ongoing changes in community concerns

One-size-fits-all approach is not appropriate



At a Minimum

Establish Mailing List which includes:

- Owners and tenants within 200 feet of the property boundary
- Municipal clerk
- County health department and local health agency
- Local news media interested in the site, if applicable
- Names from sign-in sheets from any public meetings
- NJDEP, Office of Community Relations



All Correspondence to the Public Should Include:

- History of site operations that caused contamination
- Description of the site conditions
 - Source
 - Type
 - Extent
- Description of the remedial activities
 - Undertaken
 - Currently underway
 - Planned for the future
 - Schedule
- Contact info. for PRCR and LSRP



All Correspondence to the Public Should Include:

- Explicit statements:
 - Soliciting public comment
 - 30-day public comment period
 - Comments will be considered and will receive a written response
 - MAY choose to prepare and make available a response summary
 - Description of how the public should submit comments
 - To the RP or LSRP
 - Via hardcopy or email



All Correspondence to the Public Should Include:

Explicit statement that electronic copies of remedial documents will be provided, upon request

- May choose to make remedial documents available by establishing an electronic repository

Web address for the electronic repository

Statement as to how the individuals with no computer or internet access can request documents



Off-Site Impacts

- Evaluate the likelihood of, or actual impact to, off-site properties
- Heightened community concern
 - public health and property value
- Opportunity to provide basic site information and solicit input in advance of requesting access



Flexibility

- Allow for additional public participation in the event that the level of public concern increases
- If response to initial correspondence indicates a high level of community concern, plan needs to be revised to include additional of public participation.



Additional Public Participation

- Public Information Session/Meeting
- Attending meetings of the local government
- Briefings for elected officials or community groups
- Webpage
- News Releases
- Community Interviews/Interviews with environmental organizations
- Telephone Hotlines
- Fact Sheets
- Workshops/Exhibits
- Other, based on the needs of the specific community



Timing

- Initial - 45 days of plan approval
- Updated and resent prior to completion of any major remedial milestones including:
 - Remedial Investigation
 - Remedial Action Workplan; **AND**
 - Substantive change to site conditions, remedial approach, or impact to receptors
- Following the issuance of a RAO, notification to the public that cleanup is complete
 - No request for public comment.



Documentation

- **Certificate of Mailing Service provided by the US Postal Service; or**
- **Other certification that provides proof of mailing**
- **Submit within 45 days of mailing:**
 - **Revised plan**
 - **One copy of correspondence**
 - **Proof of mailing**
 - **Mailing list**
 - **Hard copy and CD**

