KELLY AFB
TEXAS

ADMINISTRATIVE RECORD
COVER SHEET

AR File Number 3398

WELCOME

TECHNICAL REVIEW COMMITTEE

(TRC) MEETING

SAN ANTONIO AIR LOGISTICS CENTER

KELLY AFB, TEXAS

6 OCTOBER 1994

Technical Review Committee Meeting
Installation Restoration Program
Kelly Air Force Base, Texas

October 6, 1994

AGENDA

7:00 - 7:10 pm	Welcome	Mr. Lawrence Bailey
7:10 - 7:25 pm	IRP Oveview	Richard Trevino
7:25 - 8:00 pm	IRP Status * Leon Creek * Off-Base Field Activities	Richard Trevino
8:00 - 8:10 pm	BREAK	
8:10 - 8:45 pm	Restoration Advisory Board	Major Dewey Ford
8:45 - 9:00 pm	Closing	Mr. Lawrence Bailey

Installation Restoration Program

SAN ANTONIO AIR LOGISTICS CENTER

PARTNERS WITH THE ENVIRONMENT

ENVIRONMENTAL MANAGEMENT

October 6, 1994

Installation Restoration Program Outline

- *IRP Overview*
- *Current Status*
- *Field Activites*

Installation Restoration Program Overview

* ***PURPOSE*** **of the Installation Restoration Program (IRP) at Kelly AFB, Texas.**

  To remediate or cleanup past hazardous waste sites resulting from base operations.

* ***Focus*** **- Off-base impact & Leon Creek**

IRP - Overview
Cleanup Process

Phase I — **Preliminary Assessment Site Investigation**

Conducts inital assessment and determines the need to create an IRP site needing more investigation.

Phase II — **Remedial Investigation Feasibility Study**

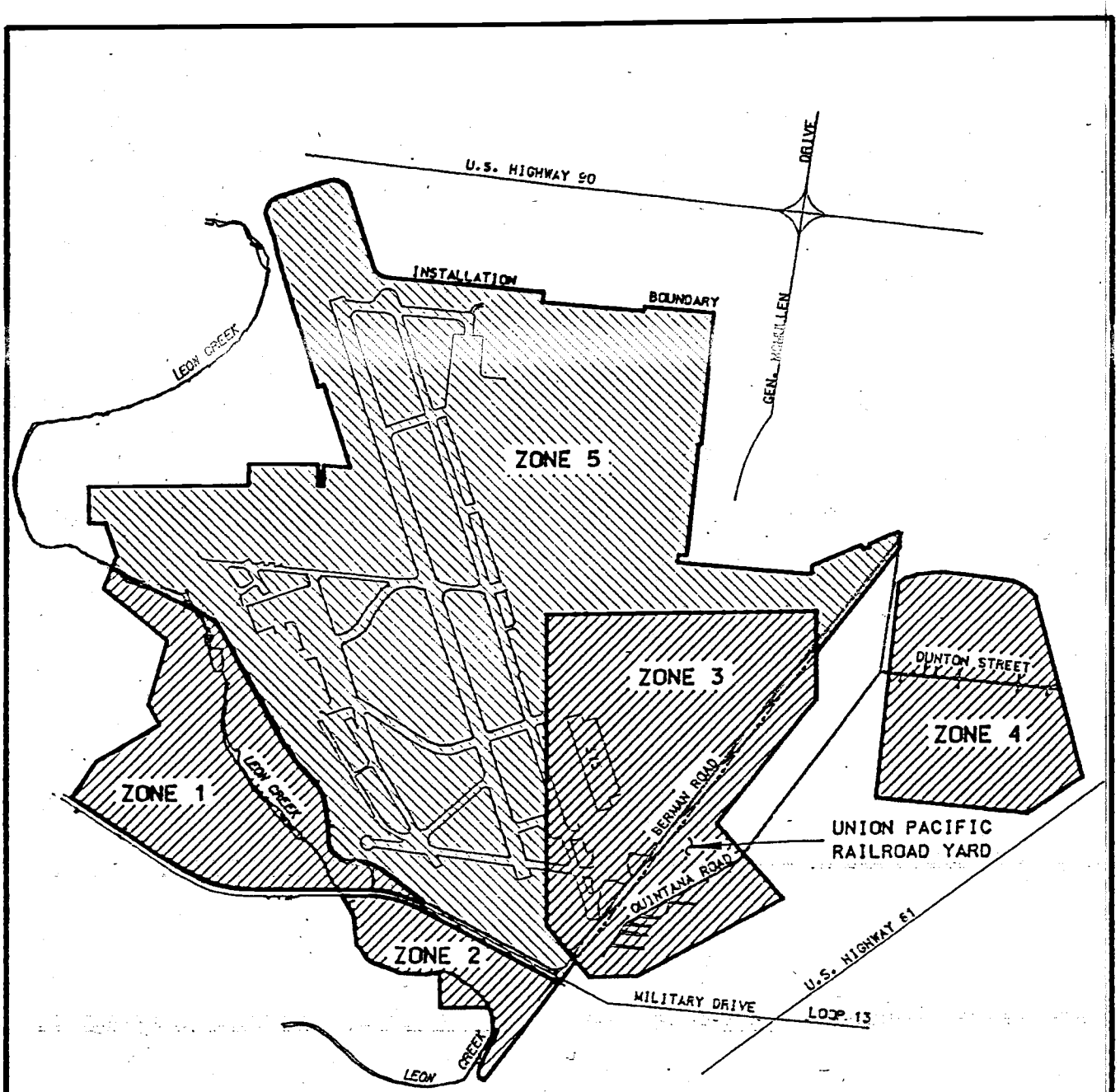
Conducts detailed investigation and determines the final cleanup action for each IRP site.

Phase III — **Remedial Design Remedial Action**

Conducts design of final cleanup action and implements this final remedial remedy for the IRP site.

Interim Remedial Action

Conducts immediate interim cleanup action to mitigate potential human health or ecological risks.



TITLE: MAP OF ZONES UNDER INVESTIGATION
AT KELLY AIR FORCE BASE
MANAGEMENT ACTION PLAN
KELLY AIR FORCE BASE
SAN ANTONIO, TEXAS

DRAWING NO. 2P10G001

DATE 7-1-93

IRP - Overview
Zone Designation

- **Kelly AFB is categorized into five zones:**
  - **Zone 1 (Present Day Golf Course) - 17 IRP sites.**
  - **Zone 2 (EPCF and Jet Engine Test Cells) - 16 IRP sites.**
  - **Zone 3 (Industrial Complex) - 10 IRP sites.**
  - **Zone 4 (East Kelly AFB) - 4 IRP sites.**
  - **Zone 5 (Flightline/Runway) - 5 IRP sites.**

- **52 Total IRP Sites**

IRP - Overview
Cleanup Status

- PA/SI - Basewide Assessment
- RI - Zone 4 and Zone 5 - Nine IRP Sites
- FS - Zones 1, 2, and 3 - Thirty-two IRP Sites
- IRAs - 9 IRP Sites (P&T systems)
  - - 6 IRP Sites (Source Removals - USTs)
- Site Closures - 20 IRP Sites

Field Activities

SAN ANTONIO AIR LOGISTICS CENTER

PARTNERS WITH THE ENVIRONMENT

ENVIRONMENTAL MANAGEMENT

Installation Restoration Program Field Activities

- Leon Creek Study
- Zone 3
- Zone 4
- Neighborhood Water Well Survey (Off-base)

Leon Creek Study
Purpose

- To evaluate the conditions of the creek, and to determine if the conditions in or around the creek pose any impact to human health or the environment.

- The areas that were focused on included:
  - Physical conditions
  - Biological conditions
  - Chemical conditions
- Data collected from 3 sampling sets.

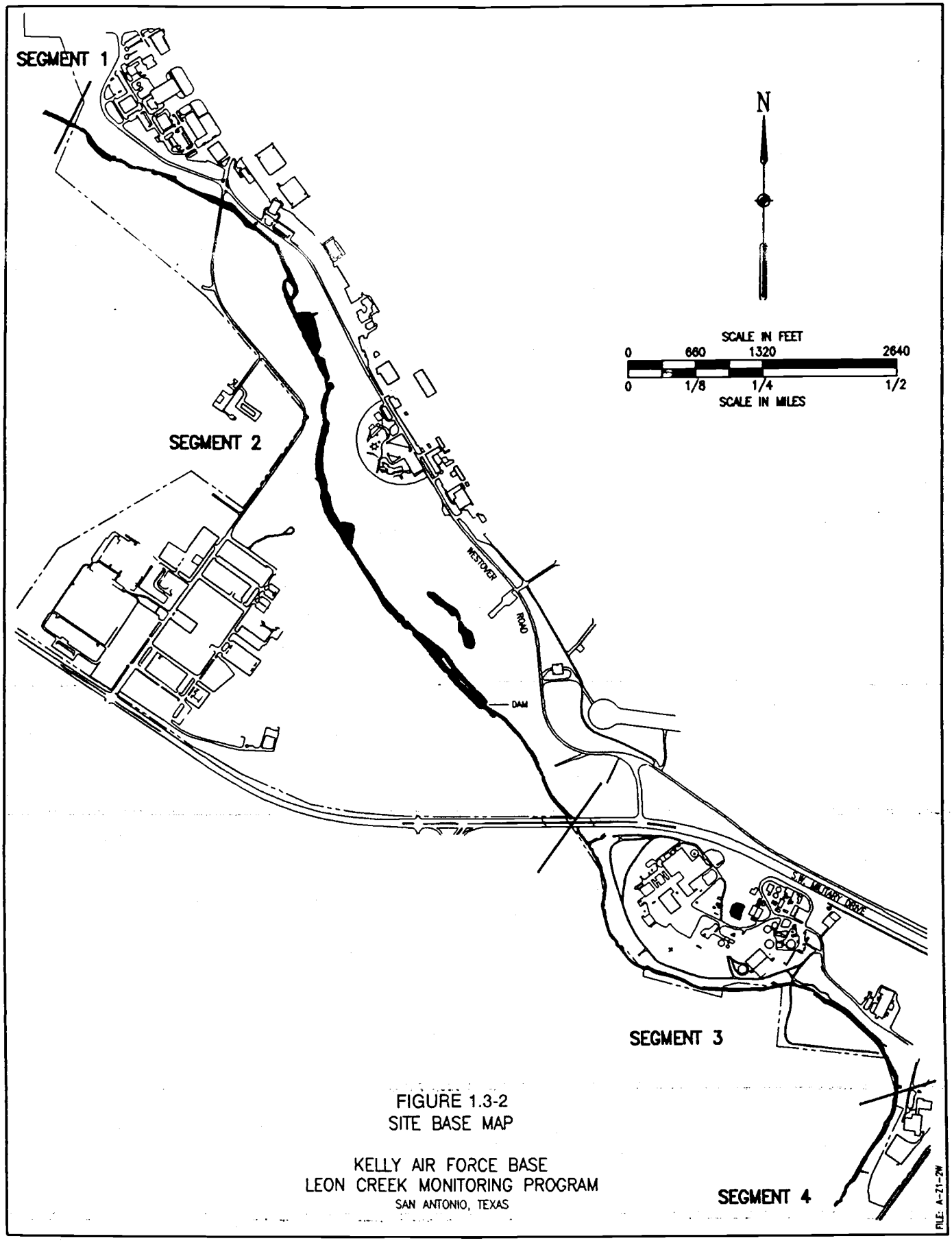


FIGURE 1.3-2
SITE BASE MAP

KELLY AIR FORCE BASE
LEON CREEK MONITORING PROGRAM
SAN ANTONIO, TEXAS

Leon Creek Study
Physical Conditions

- **The study of the physical conditions concentrated on the interaction of groundwater from the shallow aquifer with Leon Creek.**
- **During moderate or high flow, groundwater flow is a minor contributor to the total stream flow, while discharges from seeps and outfalls are major contributors.**
- **During periods of low flow, the influence of the groundwater becomes greater, but discharges from outfalls are still the primary source of streamflow.**

Leon Creek Study
Biological Conditions

- **The study of biological conditions evaluated the overall health of the biological communities and their habitats in Leon Creek by comparing them to a reference station on Salado Creek.**
- **The study showed that very minor environmental impacts have occurred on Leon Creek, and they are not any different than the impacts seen at the reference station on Salado Creek.**
- **The main cause of the minor impacts is that the creeks run through highly urbanized areas.**

Leon Creek Study
Chemical Conditions

- Found in section of Leon Creek flowing through the base:
  - Volatile organic compounds (VOCs) - cleaning solvents
    - Sourced by Groundwater with Cleanup systems in-place
    - Solvents are not present 1-mile downstream
  - Polyaromatic hydrocarbons (PAHs)
    - - incombustible auto fuel by-products (gas, oils etc)
    - Cause from stormwater runoff - urbanization (City)
  - Metals
    - Levels below State/Federal Surface Water Quality Limits
    - Levels below standards in the Safe Drinking Water Act
- PAHs and metals were also detected upstream and downstream of Kelly AFB, and in Salado Creek at the reference station.

Leon Creek Study
Potential Human Health Risk

- **Two types of usage of Leon Creek were evaluated for potential risk to human health.**
  - **The use of the surface waters of Leon Creek for recreational use and as a drinking water source**
    - **Looked at two scenarios**
      - ***Average* or actual scenario**
      - ***Reasonable Maximum Exposure (RME)* or worst-case scenario**
  - **The ingestion of fish caught from Leon Creek.**

Leon Creek Study
Surface Water Use

- **The potential use of Leon Creek as a drinking water supply for *RME* conditions slightly exceeded the acceptable risk guidelines of 1.0×10^{-4}. In this scenario, the impacts were calculated to be**
  - **1.06×10^{-4} for Segment 1, upstream of Kelly AFB**
  - **1.07×10^{-4} for Segment 2, on Kelly AFB**
  - **1.46×10^{-4} for Segment 3, on Kelly AFB**
  - **1.33×10^{-4} for Segment 4, downstream of Kelly AFB**
- **Major factor - Arsenic**
  - **Impact to risk potential, but acceptable to SDWA limits**
- **All other scenarios for Leon creek were acceptable**

Leon Creek Study
Surface Water Use

- This ***RME*** scenario (drinking water supply) also assumes that the water is used "as is" and that pretreatment on the surface water is not done prior to use.
- Due to the presence of suspended solids and other organic matter in the water, it is doubtful that the water would be used for drinking water without some type of pretreatment.
- This ***RME*** scenario (drinking water supply) represents a potential health impact if the waters were used without pretreatment for a long period of time. It does not represent an actual health impact at the present time.

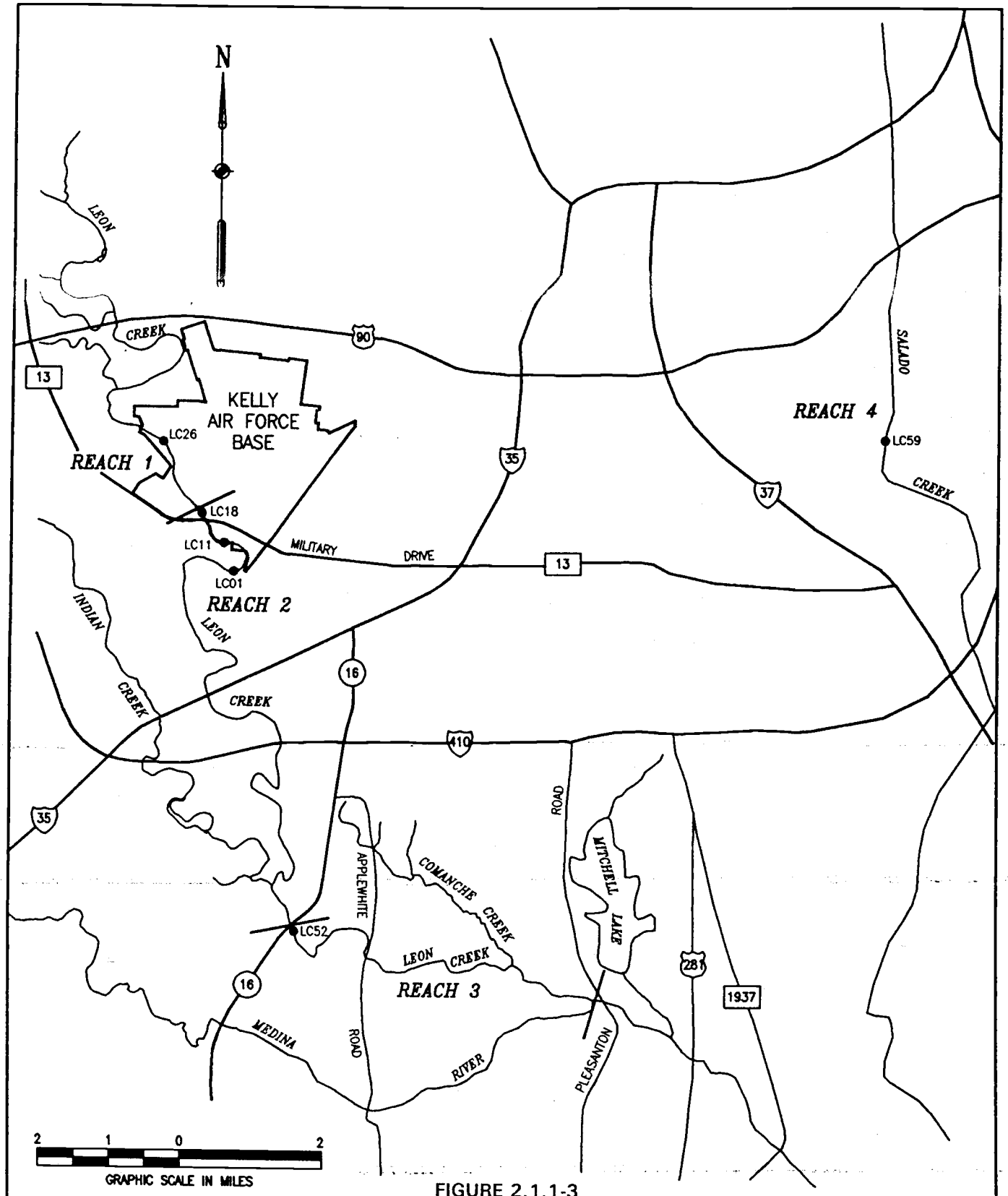


FIGURE 2.1.1-3
REACHES SAMPLED FOR BIOTA TISSUE COLLECTION

KELLY AIR FORCE BASE
LEON CREEK MONITORING PROGRAM
SAN ANTONIO, TEXAS

FILE: A-SM-2A

Leon Creek Study
Fish Ingestion

- **All reaches (area fish travel) of Leon Creek were within the acceptable guidelines for the *AVERAGE* consumption of fish, which is based on a consumption of 10 grams of fish per day (8 pounds per year) per person.**
- **Reach 2, located from the dam in the golf course to the southern end of Kelly AFB, slightly exceeded the acceptable guidelines for the *RME* scenario consumption of fish with a risk of 1.5×10^{-4}.**

Leon Creek Study
Fish Ingestion, Reach 2

- **For Reach 2, the *RME* scenario was based on a consumption of 132 grams of fish per day (107 pounds per year) per person.**
- **It also assumes that all fish consumed are caught only from this reach of Leon Creek.**
- **It is doubtful that the creek could support this type and amount of fishing.**
- **Therefore, the *RME* fish ingestion scenario represents a potential health risk, and does not represent an actual health risk.**

Leon Creek Study
Conclusions

- The study shows very minor impacts to ecological health. This is no different from impacts to other streams in the area exposed to urbanization.
- Some chemicals were entering Leon Creek from the groundwater near IRP sites. Some groundwater containment systems have been installed at certain areas to control this groundwater flow.
- The conditions in Leon Creek do not pose actual human health concerns, but rather show potential impacts for a worst-case (RME) scenario.
- Leon Creek monitoring will continue with information being updated to off-base neighbors.

Field Activities - Zones 3 and 4

Field Activities
Zone 3 Actions

- **Install up to 10 Shallow Groundwater Monitoring Wells**
  - **Vicinity of Bynum and McLaughlin Roads**
  - **Purpose: Locate edge of shallow groundwater plume**
  - **Drilling to start on 13 Oct 94**
- **Install 12 Strataprobes on Quintana Road**
  - **Vicinity of Dunton and Southcross Roads**
  - **Purpose: Locate edge of shallow groundwater plume**
  - **Drilling to start on 17 Oct 94**

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SAN ANTONIO AIR LOGISTICS CENTER (AFMC)
KELLY AIR FORCE BASE, TEXAS

MEMORANDUM FOR SEE DISTRIBUTION 2 Nov 1994

FROM: SA-ALC/EMRO
305 Tinker Drive, Suite 2
Kelly AFB, TX 78241-5915

SUBJECT: Technical Review Committee (TRC) Meeting Minutes

1. Attached for your information are the meeting minutes for the 6 Oct 94 Technical Review Committee Meeting presented by Kelly AFB.

2. Thank you for your participation and support of the Kelly AFB Installation Restoration Program.

RICHARD TREVINO, JR.
Chief, Restoration Operations Branch
Directorate of Environmental Mgt.

Attachment
Meeting Minutes

SUBJECT: Technical Review Committee (TRC) Fourth Quarter FY94 Meeting Minutes

1. Attendees:

Lawrence Bailey	SA-ALC/EM
Major Robart W. Bauer	SA-ALC/EMR
Richard Trevino	SA-ALC/EMRO
Stephen Escude	SA-ALC/EMRO
Victoria Wark	SA-ALC/EMRO
Sonia Gallegos	SA-ALC/EMRO
Joseph Ebert	SA-ALC/EMRO
Mike Patterson	SA-ALC/EMRO
Gerry Arriaga	SA-ALC/EMRO
Capt Ed Von Dran	SA-ALC/EMRO
Ron Catchings	SA-ALC/EMRO
Kenny Johnson	SA-ALC/EMRO
Daniel Medina	SA-ALC/EMRO
Colt Fogle	SA-ALC/EMRO
Charles Matthews	SA-ALC/EMRO
Major Dewey Ford	SA-ALC/PA
Dick Walters	SA-ALC/PAE
Mike Estrada	SA-ALC/PAE
Mark Clemenson	SA-ALC/TIELC
Byron Cotton	SA-ALC/JAV
Marina Salas	SA-ALC/JAV
Florencio Martinez	SA-ALC/LDAA
Jim Perrigo	SA-ALC/TIPE
John Anderson	76 CEG
Ray Rivas	76 CEG/CEO
Mark Russell	37 CES/CEL
Luis Garcia	AFGE Local 1617
Kristine Johnson	Freese & Nichols
Bob Evers	HAZWRAP
Pat Helms	HAZWRAP
Mark Arthur	TNRCC
Gary Beyer	TNRCC
Bill Brown	TNRCC
Geof Meyer	TNRCC
Ed Honic	UPRR
Paul Baker	Weston
Stella S. Guerra	COPS
Eva V. Estradas	COPS
Joe Sepulveda	Citizen
Espingo Maz	Citizen

Tom Moore	Citizen
Mr. & Ms R. T. Beedler	Citizen
Dave Botterman	Citizen
Lila Landez	Citizen
Olivia Flores	Citizen
Ernest Ruiz	Citizen
Sybil Kane	PACE
Pauline J. Farmer	PACE

2. Introduction: Mr. Lawrence Bailey welcomed all the attendees. He opened the meeting with the purpose of the Technical Review Committee (TRC) and how the TRC will transition into a Restoration Advisory Board. In addition, he stated the purpose of the Remediation Advisory Board (RAB) meeting is to ensure local citizens become aware of the clean-up program and to provide information to citizens on where Kelly AFB is on the cleanup program, on and off the base.

3. Mr. Richard Trevino presented an overview of the cleanup program, the current Installation Restoration Program (IRP) status and field activities. Brief synopsis included:

a. IRP Overview - Process of the cleanup program and main focus being a potential impact off-base and to Leon Creek. Concluded with a discussion on the IRP site history. Major questions asked:

(1) **Q.** What qualifications do you have to make judgments on the studies done?

A. (Mr. Trevino): We have the aid of technically qualified contractors, as well as having qualified geologists, engineers, and other professionals on our staff to aid in making these decisions. In addition, the State of Texas ensures that the decisions we make are correct.

(2) **Q.** How do you stop the water from going off base?

A. (Mr. Trevino): We use a pump and treat system. A four (4) inch pipe is put into the ground and the water is sucked out like a vacuum and sends it to the Industrial Waste Treatment Plant (IWTP) for final treatment and then it is discharged to Leon Creek.

(3) **Q.** What per cent of the base has been cleaned up?

A. (Mr. Bailey): We do not have the exact percentage because it is data that we can not easily obtain. However, of that which we do know we

have we are treating as much as possible.

b. Field Activities - Discussion was provided on study performed on Leon Creek, as well as field activities associated with IRP Zones 3 and 4. In addition, Mr. Trevino presented the findings of the Neighborhood Water Well Survey. Specific information and questions are provided below:

(1) Leon Creek Study

(a) Purpose is to evaluate the conditions of the creek, and to determine if the conditions in or around the creek pose any impact to human health or the environment.

(b) Physical conditions showed that seeps and outfalls are the major contributors to Leon Creek.

(c) Biological conditions showed very minor environmental impacts have occurred due to the creek running through highly urbanized areas.

(d) Chemical conditions showed three types of chemicals - Volatile organic compounds (such as cleaning solvents), polyaromatic hydrocarbons (such as incombustible auto fuel by-products like gas, oils, etc.(and metals. Findings showed minor impact *(under a worst-case scenario)* to the creek as a drinking source with the major factor being arsenic. This worst-case scenario also assumes there is no pretreatment to the surface, which is unlikely to occur due to the presence of suspended solids and other organic matter in the water.

(e) Fish ingestion showed acceptable results for the average consumption of fish, which is based upon 10 grams of fish per day (or 8 pounds per year) per person. For Reach 2 under the worst-case scenario, there is a minor impact based upon a consumption of 132 grams of fish per day (or 107 pounds per year) per person. The worst-case scenario assumes that all fish consumed are caught only from Reach 2, which is doubtful that the creek could support this type and amount of fishing.

(f) The study showed that for recreational activities, the creek poses no impacts.

(g) Major questions asked include:

(1) **Q.** What type of contingency plan for the IWTP do you have?

A. (Mr. Bailey): There is a contingency plan and can be reviewed upon request.

(2) **Q.** How often do you test the water being discharged into Leon Creek?

A. (Mr. Bailey): It depends on the tests that are done. We have some tests that are daily, weekly and monthly.

(3) **Q.** If we get heavy rain, would that bring anything into the water (Leon Creek)?

A. (Mr. Trevino): There is a possibility due to storm water run-off through the outfalls that things can be brought into Leon Creek.

(4) **Q.** Is there extensive testing done in Leon Creek? Any measurable contamination?

A. (Mr. Trevino): We do not have extensive testing done on Leon Creek, but what we have done shows we contribute only solvents for a short segment of Leon Creek. Other impacts can come from storm water runoff.

(5) **Q.** What type of metals are found in the creek and are they typical?

A. (Mr. Trevino): The only major metal found in Leon Creek is arsenic. Arsenic is the metal of concern and it naturally occurs throughout the region, as described by Mr. Ebert (Kelly AFB Geologist). When the rain comes in contact with soil, it leeches into the groundwater and interacts with Leon Creek.

(6) **Q.** As a land owner am I entitled to the paperwork to get information?

A. (Mr. Trevino): Yes, you are welcome to the evaluations and tests as they are made available as part of the Administrative Record.

(7) **Q.** Sites that are off base and have contaminants are they city or county owned?

A. (Mr. Bailey): They are personal property, meaning not city or county.

(2) Zone 3 and Zone 4 Field Activities - Mr. Trevino presented the schedule of field activities to occur in October 1994 for these zones.

(3) Neighborhood Water Well Survey - Mr. Trevino presented the results of the survey with 30 wells identified as potential water wells. The results showed 24 wells were not used, 5 used for agricultural purposes, and 1 used as a drinking source. The one well used as a drinking source showed no impact.

(4) Mr. Ernest Ruiz (land owner) requested the following be documented in the meeting minutes: That the flow of Leon Creek in terms of the berm which Kelly has constructed along the jet engine test cells and the soils stock piled in the Civil Engineering yards are diverting the flow of Leon Creek away from and to his property.

4. Major Dewey Ford's (Public Affairs Office) presentation was to explain what the Restoration Advisory Board (RAB) is, what the purpose of the RAB is and how the members will be selected. The result of the RAB will be more crossfeed of information from Kelly AFB to the community. Questions included:

Q. How will information get to landowners/citizens who do not attend the RAB meeting?

A. (Major Ford): You need to get to know the RAB members and they will become your focal point. Also, information will continue to flow through advertisements and mailing lists.

5. Mr. Bailey, Director of Environmental Management, concluded the TRC meeting which was adjourned at 9:00 p.m. at the Knights of Columbus Hall.

Remediation Advisory Board
Meeting Minutes
6 October 1994

The meeting opened at 7:00 p.m. by Mr Larry Bailey welcoming all the concerned citizens in attendance.

Opening Comments:

Mr. Bailey stated the purpose of the RAB meeting is to ensure local citizens become aware of the cleanup program and to provide initial information on where we are on the cleanup project -- on base and off base. He also invited everyone to come on base regardless of the issue of concern. Landfills will not be discussed this evening but will be a major issue at a later date. Announcement would be made of the establishment of the RAB.

Richard Trevino, in charge of the cleanup program, began his presentation (with charts) and expressed that he would provide the following information related to the cleanup: what it is--the status--update on field activities. The following questions were proposed by the citizens:

Q1. What does the EPA require?

A1. Investigation is part of our program with the aid of contractors. The State of Texas ensures we meet the requirements. We also have qualified geologists, engineers, other professionsals to aid in making decisions.

Q2. The cleanup areas -- where are they?

A2. Zones 1, 2 and 5.

Q3. in Zone 2 -- what has transpired?

A3. Zone 2 has 16 sites -- have recommended closure of 6 of these sites.

Q4. How will that affect my land?

A4. Systems have been installed to block off the flow of shallow groundwater on to your property.

Q5. How many fish killed in Leon Creek?

A5. There have been 3 kills; nothing related to underground problem.

Q6. What's causing impurities -- can you define the systms?

A6. Well -- drawing down shallow groundwater -- take water to the treatment plant.

Q7. The solvent is seeping where?

A7. None is going into Leon Creek -- solvents already there before system was put in. Previously, solvents came from sites but not affecting property wells (no contamination).

Q8. What percentage do you account for now that you've started -- what have you eliminated?

A8. Clean up a lot -- do not know exact percentage. We are treating what we can as best we can. We have no monitoring system telling us on a minute by minute basis. We go out to measure per our regulators. TNRCC can provide info upon your request. Routinely, KAFB is monitored. They are monitoring by TNRCC standards.

Q9. What type of contingency plan do you have?

A9.

Q10. How often do you test the water?

A10. There is no standard answer. It depends on the test.

Q11. If we get heavy rain -- would that bring nything into the water?

A11. There is a possibility due to run-off -- flooding from the areas

Q12. Extensive testing in Leon Creek -- any measurable contamination?

A12. No. During storm events, pollutants come from different sources. The only ones we contribute are solvents.

Q13. What type metals? Is it typcal?

A13. Joe Ebert answered question -- Arsenic coming through groundwater.

Q14. How can we assume what's been ther and who's responsible?

A14.

Q15. As a landowner, am I entitled to the paperwork to get information?

A15. You are welcomed to come and we'll show you the evaluations and tests. We also have the administrative record that you can look at.

Q16. The sites off base that have contaminants -- are they city, county?

A16. Personal property, meaning not city.

Major Dewey Ford, Chief, Office of Public Affairs, made his presentation related to the overall RAB (charts provided). The following questions were proposed:

Q1. How will info get to landowners/citizens who do not attend the meetings?

A1. You need to get to know the RAB members. Advertisement, and the mailing list.

The meeting adjourned at 9:00 p.m.

Closing Comments by Mr. Bailey:

Mr. Bailey stressed again the importance of attendance at future meetings and the purpose of RAB. Establishment of RAB significant because KAFB needs citizen input and need to be insured that the newsletters are getting through. KAFB is here to help the community and proper action will be taken on our part when your personal issues are brought up.

RESTORATION ADVISORY BOARD (RAB)

What Is a RAB

Restoration Advisory Board (RAB):

- Members provide individual advice to government decision makers
- Is NOT a decision-making body
- Is made up of representatives from community AND government agencies
- All members are equal
- Member selection
  - community representatives: selection panel
  - government representatives: selected by agencies

Rationale for a RAB

- Encourages dialogue among stakeholders
- Built on successful TRC model
- Fosters true partnership between the community and government agencies
  - shared chairmanship
  - equal member status
  - meetings open to the public

Purpose of the RAB

- Act as a forum for the discussion and exchange of information regarding cleanup between the installation, regulatory agencies, and the community
- Provide an opportunity for stakeholders to participate in the cleanup process and provide input to decision makers
- Complement other community involvement initiatives

Policy

Responsibilities of the RAB

- Provide advice to the installation and federal and state regulatory agencies
- Consider important issues related to cleanup, such as scope of studies, cleanup levels, waste management, and remedial action alternatives
- Review and evaluate documents
- Identify proposed project requirements
- Recommend priorities among sites or projects
- Conduct regular meetings, open to the public, at convenient times and locations

Policy

Determining the Need for a RAB

The Commanding Officer (CO) of the installation has the responsibility to identify sufficient, sustained community interest in the cleanup program

- Use community involvement techniques to identify and solicit interest in a RAB
- If the community does not express interest in a RAB, document efforts taken to solicit interest and follow up with procedures to monitor community interest on an ongoing basis
  - prepare a description of efforts made, results, and plans for future efforts and attach it to the Community Relations Plan

Policy

Who Should Be Involved in Establishing a RAB

- DoD Installation
  - commanding officer
  - environmental coordinator
  - public affairs officer
  - base transition coordinator
  - other offices (for example, medical, legal)
- DoD Technical Support Agency
  - project manager
  - public affairs officer
- State
  - project manager
  - public affairs officer
- EPA
  - project manager
  - public affairs officer
- Community
  - interested organizations
  - interested individuals

Mandatory Formation of a RAB

- When installation closure involves transfer of property to the community
- When 50 citizens petition for an advisory board
- When federal, state, or local government requests formation of an advisory board
- When the installation determines the need for an advisory board

Policy

Potential Members of the RAB

- Representatives of affected community interests and/or groups
- Interested individuals
- Installation
- EPA region (primarily NPL and BRAC installations)
- State environmental agency
- Other federal and state agencies (ATSDR, DOE, DOI, and others)
- Local government

Selecting Installation Members

- The CO selects one representative and empowers that individual with the authority to implement RAB initiatives
- The CO may select a second member to represent the installation
- Other representatives of the installation, such as the technical support staff, the Public Affairs Officer, and medical and legal staff, may provide support

Policy

Selecting Government Members

- Each organization selects one representative who has sufficient authority to implement the RAB mandate and who can dedicate the time necessary to fulfill responsibilities
- EPA region—usually the Remedial Program Manager
- State—the lead agency as established by Defense and State Memoranda of Agreement shall identify the appropriate representative
- Local Government—the local government shall identify the appropriate representative

Policy

Selecting Community Members

The CO will ensure that the membership of the RAB mirrors the diverse interests within the community:

- The selection process must be unbiased and open
- The selection process must be conducted in cooperation with regulatory agencies and affected community members

Policy

Selection Process for the Community Members of the RAB

STEP ONE	STEP TWO	STEP THREE
IDENTIFY STAKEHOLDER INTERESTS **WHO: Installation CO (in consultation with EPA and State)** • Characterize issues • Establish procedures to periodically review interests	**ORGANIZE A SELECTION PANEL** **WHO: Installation CO (in consultation with EPA and State)** • Panelists should reflect a cross section of stakeholder interests	**NOMINATE RAB MEMBERS** **WHO: Selection Panel (composed of community members)** • Develop solicitation methodology/selection criteria • Solicit nominations • Review/evaluate candidates • Recommend candidates

Policy

Process for Establishing a Selection Panel

DoD policy and joint DoD and EPA guidelines state:

- There must be a selection panel
- The selection panel must reflect diverse community interests
- The selection panel must be made up of community members only
- The selection panel will recommend a slate of community members who represent diverse local interests

Policy

Ensuring Balance and Diversity

- The CO, in consultation with EPA and the state, shall accept the nominations of the Selection Panel unless the CO determines that the list is not balanced and diverse
- If candidates do not reflect diverse community interests, the CO, in consultation with EPA and the state, may request that the Selection Panel recommend an alternate list

Policy

Selecting RAB Co-Chairs

Co-chairs will serve in equal partnership

- The installation co-chair will be selected by the CO
  - must be empowered with the authority to implement responsibilities of the RAB
- The community co-chair will be selected by the community members of the RAB

Policy

Responsibilities of the Installation Co-Chair

- Coordinate with the community co-chair to prepare and distribute an agenda prior to each RAB meeting
- Ensure that the installation participates in an open and constructive manner
- Ensure that the RAB has the opportunity to provide input into the decision process
- Ensure that community issues and concerns related to cleanup are brought to the table
- Provide draft documents in a timely manner to the RAB for review and ensure that these documents are made available to the public
- Refer non-cleanup issues to appropriate installation officials for processing
- Report back to the installation
- Ensure that administrative support is provided to the RAB

Policy

Responsibilities of the Community Co-Chair

- Coordinate with the installation co-chair to prepare and distribute an agenda prior to each RAB meeting
- Ensure that community members participate in an open and constructive manner
- Ensure that the RAB has the opportunity to provide input into the decision process
- Ensure that community issues and concerns related to cleanup are brought to the table
- Provide draft documents in a timely manner to the RAB for review and ensure that these documents are made available to the public
- Report back to the community

Responsibilities of the RAB Community Members

- Attend RAB meetings
- Advise and comment on cleanup issues to government decision makers
- Report back to the organization or community they represent
- Serve as a conduit for the flow of information to and from the community
- Review and provide comments on documents
- Serve in a voluntary capacity

Responsibilities of the State Member

- Attend RAB meetings
- Serve as an information, referral, and resource bank regarding installation cleanup
- Review and provide comments on documents
- Ensure that state environmental standards and regulatory issues are identified and addressed
- Facilitate resolution of environmental issues and constraints
- Assist in the education and training of RAB members

Responsibilities of the EPA Member

- Attend RAB meetings
- Serve as an information, referral, and resource bank regarding installation cleanup
- Review and provide comments on documents
- Ensure that federal environmental standards and regulatory issues are identified and addressed
- Facilitate resolution of environmental issues and constraints
- Assist in the education and training of RAB members

Establishing a RAB Mission Statement

- Agree on the scope of the RAB
- Identify shared goals and objectives

Developing RAB Operating Procedures

- Establish membership policies
  - length of service
  - additions, replacements, and terminations
- Outline operating principles of the RAB
  - frequency and protocol of meetings
  - process for public review and comment
  - announcement of meetings
  - procedures for public participation and response to questions and comments from the public at RAB meetings

Administrative Tasks of the RAB

- Maintain and use a mailing list of stakeholders who wish to receive cleanup information
- Announce meetings in advance
- Develop an operating plan and meeting agendas
- Keep meeting minutes and make them available to the community

Creating Purposeful RAB Agendas

RAB agendas are the responsibility of the co-chairs and the RAB membership

- Agendas must represent the needs of the RAB in responding to community issues related to the cleanup
- Agendas must provide ample and equal opportunity for involving concerned stakeholders on issues pertinent to them

Converting a TRC to a RAB

- RABs are intended to meet the requirements of 10 USC 2705(c) for a TRC
- Where a TRC exists, the installation must determine whether the TRC meets the criteria for establishing a RAB
- The installation may expand its TRC to create a RAB by:
  - adding a community co-chair
  - adding additional community representatives
  - opening meetings to the public
  - publishing meeting minutes
- As a general rule, TRC members should be given preference for a seat on the RAB

Policy

Installation Support to RABs

- The installation will provide administrative support to the RABs including:
  - information transfer (for example, meeting announcements and mailings)
  - meeting facilities
  - meeting materials
  - copying services
- The installation will provide experts to present and discuss technical information with the RAB
- DoD has not committed to providing funds directly to RABs for administrative or technical support

Policy

Responsibilities of the EPA Member

- Attend RAB meetings
- Serve as an information, referral, and resource bank regarding installation cleanup
- Review and provide comment on documents
- Ensure that federal environmental standards and regulatory issues are identified and addressed
- Facilitate resolution of environmental issues and constraints
- Assist in the education and training of RAB members

Policy

Participation of EPA

- EPA participates in RABs at:
  - NPL installations
  - BRAC installations where resources have been provided by DoD
- One official EPA RAB member
  - EPA support staff should also attend meetings
- EPA representative participates fully in meetings and discussions

Participation of EPA (cont.)

EPA representative can:

- Participate in member selection process
- Speak freely and openly about EPA's policy/regulatory role and personal experience and observations
- Present all options and provide rationale for preferred option
- Participate in responding to any written RAB comments

Limits to EPA Participation

- EPA participation in RABs at non-NPL, non-BRAC installations are at discretion of EPA regional management
- Does not "vote"
- Does not try to "steer" board's opinion
- Does not participate in drafting formal RAB comments

SUMMARY AND CONCLUSIONS

- DoD policy and joint DoD and EPA guidelines call for increased community participation in the cleanup process
- RABs are key elements which assist installation responsiveness to community concerns
- Result will be more responsive cleanups that address the diverse needs of the community

Restoration Advisory Board

Restoration Advisory Board (RAB)

Office of Public Affairs
San Antonio Air Logistics Center
807 Buckner, Suite 1
Kelly AFB, TX 78248-5842

Briefer:
Major Dewey Ford

Directorate of Environmental Management

What is a RAB?
(Restoration Advisory Board)

- Members provide individual advice to government decision makers.
- Is NOT a decision making body.
- Is made up of representatives from community and government agencies.
- All members are equal.
- Community representatives chosen by a selection panel.
- Government members appointed by agencies.

Rationale for a RAB

- Encourages dialogue among stakeholders
- Built on successful TRC model
- Fosters true partnership between the community and government agencies
  - Shared chairmanship
  - Equal member status
  - Meetings open to the public

Purpose of the RAB

- Act as a forum for discussion and exchange of information regarding cleanup between the installation, regulatory agencies, and the community.
- Provide an opportunity for stakeholders to participate in the cleanup process and provide input to decision makers.
- Complement other community involvement initiatives.

Responsibilities of the RAB

- Provide advice to the installation and to state and federal regulatory agencies.
- Consider important issues such as scope of studies, cleanup levels, waste management, and remedial action alternatives.
- Review and evaluate documents.
- Identify proposed project requirements.
- Recommend priorities among sites/projects.
- Conduct regular meetings, open to the public, at convenient times/locations.

Mandatory formation of a RAB

- When installation closure involves transfer of property to the community.
- When 50 citizens petition for an advisory board.
- When federal, state or local government requests formation of an advisory board.
- When the installation determines the need for an advisory board.

Potential RAB Members

- Representatives of affected community interests and/or groups
- Interested individuals
- Installation
- State environmental agency
- Local government
- Other federal and state agencies
- EPA representative (Superfund or closure)

Selecting Installation Members

- The commander selects one representative and empowers that person with authority to implement RAB initiatives.
- The commander may appoint a second member to represent the installation.
- Other agencies may provide support to RAB
  - Medical, Legal or Public Affairs advisors
  - Technical or administrative staff

Selecting Community Members

Step One	Step Two	Step Three
IDENTIFY STAKEHOLDER INTERESTS **WHO: Commander (in consultation with the state regulators).** **•Characterize issues** **•Establish procedures to periodically review interests**	**ORGANIZE A SELECTION PANEL** **WHO: Commander (in consultation with the state regulators).** **•Panelists should reflect a cross section of stakeholder interests**	**NOMINATE RAB MEMBERS** **WHO: Selection Panel (composed of community members).** **•Develop selection criteria** **•Solicit nominations** **•Review/evaluate candidates** **•Recommend members**

Selecting RAB Co-Chairs

- The installation co-chair will be selected by the commander
  - must be empowered with the authority to implement responsibilities of the RAB.
- The community co-chair will be selected by the community members of the RAB

The Installation Co-Chair

- Coordinates with community Co-Chair to prepare and distribute agenda prior to meeting.
- Ensures installation participates in an open and constructive manner.
- Ensures the RAB has the opportunity to provide input to the decision process.
- Provides draft documents in a timely manner to the RAB for review and to the public.
- Refers non-cleanup issues appropriately.
- Ensures RAB has administrative support.
- Reports back to the installation.

The Community Co-Chair

- Coordinates with Installation Co-Chair to prepare & distribute agenda prior to meetings.
- Ensures that community members participate in an open, constructive manner.
- Ensures that the RAB has the opportunity to provide input to the decision process.
- Ensures that community issues and concerns related to cleanup are brought to the table.
- Provides draft documents in a timely manner to RAB for review and to the community.
- Reports back to the community.

Each RAB Community Member

- Attends RAB meetings
- Advises and comments on cleanup issue to government decision makers
- Reports back to the organization or community he or she represents
- Serves as a conduit for the flow of information to and from community
- Reviews and provides comments on documents
- Serves in a voluntary capacity

Developing RAB Operating Procedures

- Establish membership policies
  - Length of service
  - Additions, replacements or terminations
- Outline operating principles of the RAB
  - Frequency and protocol of meetings
  - Process for public review and comment
  - Announcement of meetings
  - Procedures for public participation and response to questions and comments from the public at RAB meetings

RAB Administrative Tasks

- Maintain and use a mailing list of stakeholders who wish to receive cleanup information.
- Announce meetings in advance.
- Develop an operating plan and meeting agenda.
- Keep meeting minutes and make them available to the community.

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Summary and Conclusions

- DoD policy and joint DoD and EPA guidelines call for increased community participation in the cleanup process
- RABs are key elements which assist installation responsiveness to community concerns
- The result will be more responsive cleanups that address the diverse needs of the community

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Directorate of Environmental Management

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