



DEPARTMENT OF THE NAVY

OFFICE OF INFORMATION
WASHINGTON, D.C. 20350-1200

IN REPLY REFER TO

SECNAVINST 5720.44A CH-1
CHINFO 50D

19 September 1990

SECNAV INSTRUCTION 5720.44A CHANGE TRANSMITTAL 1

From: Secretary of the Navy
 To: All Ships and Stations
 Subj: DEPARTMENT OF THE NAVY PUBLIC AFFAIRS POLICY AND REGULATIONS

- Encl: (1) Revised pages ix, xix and xxi, and reprinted pages x, xx, and xxii
 (2) Revised pages 1-1, 1-3, 1-5, 1-6, 1-8, 1-9, 1-10 and 1-15, reprinted pages 1-2, 1-4, 1-7, and 1-16, and new pages 1-9a and 1-9b
 (3) Revised pages 2-1, 2-2, 2-3, 2-5, 2-6, 2-7, 2-8, 2-11, 2-12, 2-14, 2-15, 2-25 through 2-29, 2-33, and 2-38 through 2-40, reprinted pages 2-4, 2-13, 2-16, 2-30, 2-34 and 2-37, and new pages 2-7a, 2-7b, 2-11a and 2-11b
 (4) Revised pages 3-1, 3-2, 3-5, 3-6, 3-36, 3-52, 3-62, 3-64, reprinted pages 3-35, 3-51, 3-61, 3-63, and new pages 3-66a and 3-66b
 (5) Revised pages 4-1, 4-2, 4-33, 4-34, 4-35, 4-40, 4-46, 4-66, reprinted pages 4-36, 4-39, 4-45, 4-65, and new pages 4-34a and 4-34b
 (6) Revised pages 5-11, 5-23, 5-24, 5-30, 5-31, 5-46, and reprinted pages 5-12, 5-29, 5-32, and 5-45
 (7) Revised page 6-44, reprinted page 6-43, and new pages 6-44a and 6-44b
 (8) Revised pages 7-1 through 7-3
 (9) Revised pages 8-25 through 8-28, 8-53 and 8-54
 (10) Revised yellow pages 2-30a and 2-30b
 (11) Revised yellow pages 8-16c and 8-16d, and new pages 8-16e and 8-16f

1. Purpose. To correct and update the original instruction. Updates are due to additional or new policy. Major changes have been made in the areas of the Privacy and Freedom of Information Acts, command information bureau organization, internal information, cable television contracting, family support during crises, drug interdiction operations, and community relations requirements during environmental actions.

2. Action

- a. Remove pages ix, x, xix, xx, xxi, and xxii and replace with enclosure (1) of this change transmittal.



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DOC NO: CLEJ - 00583-

12.04 - 09/19/90

SECTION C:

HAZARDOUS WASTE SITE CLEANUPS

(R)

0811 INTRODUCTION

a. **History.** The military services use and produce large quantities of hazardous materials and waste products. Lack of stringent legislation in the past led to the use of expedient disposal methods that now threaten human health and the overall quality of the environment. Past hazardous waste disposal relied on burial. Although acceptable at the time, that method over the long term has led to the spread of contaminants largely through release in soil and ground water. The process, called migration, has resulted in wastes moving from the land area in which they were originally deposited into other public and private lands. Installation Restoration (IR) is the DoN program for identifying and cleaning hazardous waste sites.

b. **Basic IR Phases.** The IR program, governed by reference (1), consists of three basic phases of action. Two involve the identification of waste sites and an evaluation of their environmental impact, and the third deals with corrective measures.

(1) **Preliminary Assessment/Site Inspection (PA/SI) Study.** The PA/SI, formerly called initial assessment studies within the Navy, involve a record review, both at the activity itself and elsewhere, and an on-site examination of the activity's waste disposal history and identification of any potential pollutant problems. (R)

(2) **Remedial Investigation/Feasibility Study (RI/FS).** The RI/FS, formerly called the confirmation studies within the Navy, consists of on-site, physical or analytical testing or monitoring of suspected pollutants at a site. The RI/FS will usually include soil and ground water sampling and analysis. A study of remedial alternatives is also done as part of the RI/FS.

(3) **Remedial Action (RA).** If the RI/FS reveals the need for corrective action, such action will be taken in the RA phase and programmed using Defense Environmental Restoration Account (DERA) funds. First priority will be given to remedial actions to control contamination migrating from Navy or Marine Corps owned property when such migration poses an immediate threat to the health and welfare of the installation or the adjacent community. (R)

c. **Clearance for Non-DOD Site Inspectors.** Upon presentation of proper credentials, authorized representatives of state or federal environmental protection agencies must be allowed to enter a Navy or Marine Corps facility at reasonable times to examine or copy records, inspect inactive hazardous substance disposal facilities and to take samples. Proper credentials include an appropriate security clearance and a valid inspection purpose (e.g., Clean Air Act Inspection as opposed to OSHA inspection). See Section 11203(b)(2) of reference (1).

d. **The National Priorities List (NPL).** The NPL is a listing by the Environmental Protection Agency of the nation's worst hazardous waste sites. The listing, required by the Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA), includes federal installations as well as private sites. Each site listed in the NPL is required by EPA Regulations (at 40 C.F.R. 300.67) to follow a (R)

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Community Relations* Plan. See Article 0812 (IR-required Community Relations Plan).

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e. **Study Release Policy.** It is DoN policy to provide completed studies to the news media and concerned local individuals and organizations on request. The following guidance is in keeping with the policy:

(1) Local and state officials, news media, interested organizations and individuals should be kept apprised of the IR activity at the commencement and conclusion of each phase of work. Completed studies should be released as soon as practical. The activity commanding officer is responsible for study release. As with all public disclosures, studies and related statements will undergo security and policy review before release. When environmental or public relations impact is expected to extend beyond the immediate area of the activity, the command should coordinate release of the study with the cognizant area coordinator.

(2) IR and related studies must be released to the cognizant EPA Regional Office and the appropriate state agency within 30 days of receipt of the study by the concerned activity.

(3) When local interest is high, periodic status reports of the field activities of the contractor performing the study should be provided.

(4) PAOs must coordinate the release of all information and preparation of contingency questions and answers with both the installation public works officer and the appropriate Naval Facilities Engineering Command Engineering Field Division representatives.

f. **Basic Points of Emphasis.** Commanders and their PAOs are encouraged to discuss IR studies and remedial actions within their areas of cognizance with local news media, civic and environmental organizations and individuals. Every effort should be made to avoid the impression that the Navy or Marine Corps is hiding an adverse environmental condition or withholding information on former hazardous waste sites. Points to emphasize include:

(1) The Navy and Marine Corps are concerned about and committed to protecting the environment. Commands will continue to pursue vigorous remedial action to clean up pollutants.

(2) Past hazardous waste disposal methods, although acceptable at the time, have often caused problems as long term characteristics of pollutants and land disposal became known.

(3) State and local agencies will be notified without delay by Navy or Marine Corps officials if health, welfare or other environmental problems are identified—even before publication of final technical reports.

(4) If an immediate hazard to human health or the environment is identified, remedial action will begin immediately.

*Although the EPA titles it a Community Relations Plan, most of the actions in the plan are public information efforts aimed at the local community.

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0812 OTHER IR REQUIREMENTS

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a. IR Community Relations Plan Requirements. The intent of public affairs involving hazardous waste problems is to present factual and timely information, obtain community feedback, dispel rumors and promote understanding. Public affairs efforts are not intended to persuade the public to support a given study outcome or disposal action. Accordingly, technical expertise is required to assist in the development of public affairs plans and initiatives related to hazardous waste. It is normally furnished by the installation Public Works Officer, Environmental Coordinator, and the Naval Facilities Engineering Command Engineering Field Division.

(1) The Plan must take into account the mandatory 21-day public comment period that precedes final selection of remedial action.

(2) The Plan must consist of:

(a) Background and history of community involvement at the site, including local activity and interest, key issues and site history;

(b) IR objectives for the particular site;

(c) Community relations activities to be used to meet stated objectives;

(d) A mailing list of the affected groups and individuals, plus a list of Navy, EPA and other agency officials responsible for community relations.

(3) The Community Relations Plan must be based on discussions with state and local officials, civic and community organizations, and interested residents to gain a first-hand understanding of the major community issues, the level of public interest and the information needs of the citizens. In early meetings with citizens, commands should be more intent on receiving input from them rather than furnishing information. Try to identify the real concerns of citizens (e.g., threats to health) which may be masked by emotional demands to effect immediate clean-up. Tell citizens that their contributions are valuable. Some may have technical expertise or offer information about responsible parties, the extent of off-site contamination, health hazards, etc.

(4) Public information activities must be closely integrated with the technical activities of site study and remedial action. A close working relationship should be built between the technical response staff, public affairs staff and contractors supporting the efforts.

(5) Decision Documents (i.e., those used to select the remedial action) must indicate in what ways community contribution was considered by decision

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makers and how it was incorporated into response plans.

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b. Technical Review Committee (TRC). Regardless of the level of public interest at a site, the Superfund Amendments and Reauthorization Act (SARA) A) requires a TRC be established. Comprising representatives of the Navy (activity and EFD), EPA, the state environmental agency and the impacted community, the TRC is a management element brought into play at the early stages of IR.

(1) The purpose of the TRC is to collect technical input from the regulators and the public on the problem being faced, and lay before regulators and the public member, the alternatives the Navy or Marine Corps will be considering to remedy the problem.

(2) The PAO can recommend citizens who could serve as the community representative. The PAO will attend TRC meetings as a staff assistant to the commanding officer to keep abreast of the total IR program and assess the changing information needs of the local communities, officials, et. al.

c. Information Repositories. Information repositories shall contain, at a A) minimum, copies of final reports on studies already conducted, copies of news releases, fact sheets, handouts, the Community Relations Plan and the minutes of the TRC meetings. Locations for information repositories shall be publicized through news releases and mailings to ensure that citizens know where they may review documents.