DRAFT Community Involvement Plan
for
Del Amo Soil & NAPL Operable Unit
Proposed Plan Phase

PURPOSE/OBJECTIVE:
1. Maximize effectiveness of risk communication messages.
2. Clearly communicate risk, remedial alternative, and preferred alternatives.
3. Obtain public input.

AUDIENCE:
Key Stakeholders including:
1. Coca Cola, RR Donnelly
2. Property Mgmt. Associates (20221 Hamilton), Charles Dunn (20101 Hamilton), Essex (20280 Vermont)
Public Works Stakeholders:
3. LADWP, LA Public Works
Other Business stakeholders:
4. NSB Associates (19780 Pacific Gateway), Herbalife, Hazard Mgmt. Inc. (19901 Hamilton)
Public Interest Stakeholders:
5. DAAC
6. Councilwoman Hahn, Congresswoman Harmon, Congresswoman Richardson
7. Neighborhood Council
Other
8. Residential Neighbors
9. Business Neighbors, Chamber of Commerce
10. Agencies (DHS, South Coast AQMD, LA County Health)

STRATEGY:
1. Prepare and send letter to tenants (through owners), communicating risk and informing them of upcoming Proposed Plan. Review and input by “Group of 3” stakeholders.
2. Complete other follow-up tasks from pre-Proposed Plan stakeholder meetings.
3. Prepare draft presentation and visuals from March 20 – April 10. Review and input by technical and community involvement staff. Give dry runs of Proposed Plan presentation to internal EPA team and “Group of 3” stakeholders to obtain feedback on its clarity, between April 25 and May 7. Ask Group of 3 if OK to invite Babich to their dry run.
4. Tentatively issue Proposed Plan May 3 and hold Proposed Plan meeting May 20, 6:30-8:30p at Holiday Inn Torrance. If not almost ready to issue Proposed Plan by April 23, then postpone until June 30 and hold public meeting in July. Almost means all technical issues are resolved and wording is in place, with only final review of layout to be conducted.

OUTREACH ACTIVITIES:
1. Letter to Tenants
2. Other follow-ups to stakeholder meetings
3. Presentation Preparation (visuals)
4. Presentation Preparation (verbal)
5. Dry Runs, for internal EPA and “Group of 3” Stakeholders
6. Proposed Plan Meeting

MATERIALS & RESOURCES NEEDED:
1. Dry Run for “Group of 3” Stakeholders
   a. Laptop, projector
   b. Powerpoint presentation
   c. Meeting facility
2. Proposed Plan Meeting
   a. Hand-outs
   b. Sign-in sheets
c. Name tags (for project team)
d. Speaker cards
e. Comment cards
f. Posters
g. Laptop, projector
h. Powerpoint presentation
i. Meeting facility – Holiday Inn ballroom
   i. Podium
   ii. Table for translation service equipment
   iii. Table for court recorder
   iv. Refreshments (water, lemonade, coffee, tea, fruit, cheese & crackers, cookies).
   v. Seating, tables (banquet style tentatively)
   vi. Welcome/sign-in table
j. Sound system
k. Translation service
l. Court recorder service

TASKS:
1. Letter to Tenants
   a. Draft letter – Dante
   b. CIC Review – Alejandro
   c. Team review – RPs, DTSC
   d. Mgmt/ORC review – Claire, Josh, Dana
   e. Stakeholder review – Group of 3
   f. Finalize and send – by April 30
2. Presentation Preparation (visuals)
   a. Draft list of visuals (slides, posters, handouts)
   b. Identify existing slides
   c. Sketch new slides
   d. Assign slide preparation – first set March 20-27, ensuing sets based on feedback during reviews.
3. Presentation Preparation (verbal)
   a. Outline – Dante
   b. Schedule dry runs – Dante, Alejandro
   c. Internal dry run – Dante, Alejandro, Claire, Josh, section, other RPMs & CICs
4. Dry Run for “Group of 3” Stakeholders
   a. Schedule dry run, ask if should include Babich – Alejandro (week of March 22)
   b. Travel, hold meeting – Dante, Alejandro, Alison, Cerrell, DTSC
   c. Incorporate feedback – Dante, Alejandro
5. Proposed Plan Meeting
   a. Reserve meeting space (Holiday Inn) – URS
   b. Coordinate room layout and catering – URS, Hill
   c. Arrange AV equipment – URS, Hill
   d. Arrange translation service – Hill
   e. Arrange court recorder – Hill
   f. Prepare poster displays – Hill, URS
   g. Prepare hand-outs, speaker cards, comment cards – Hill
   h. Prepare welcome table signs, sign-in sheets, name tags (for project team) – Hill

ATTACHMENTS:
1. Agenda for Proposed Plan Meeting
2. List of Slides
3. Schedule
ATTACHMENT 1
Agenda for Proposed Plan Meeting

1. Welcome and introductions
   a. Alejandro
   b. Introduces self, Dante, Hill CI Specialist,
   c. Housekeeping (restrooms, emergency exits, refreshments)
   d. Availability of translation
   e. Court recording
   f. Purpose
   g. Agenda

2. Presentation
   a. Dante
   b. Powerpoint Alejandro
   c. Site history and contamination found
   d. Risk communication
   e. Preferred alternative
   f. Other alternatives

3. Question and Answer
   a. Dante
   b. Clarification of presentation only (public comments comes next)

4. Public Comment
   a. Alejandro
   b. Speakers come to podium when called
   c. Sign-up to speak on speaker card, give to Hill CI specialists
   d. Dante and Hill CI specialist take notes

5. END
   a. Closing comments – Alejandro
   b. Available for individual Q&A – EPA, DTSC, URS, Hill
ATTACHMENT 2
List of Slides

1. Aerial photo, former plant site today (EPA)
2. Aerial photo, former plant site 1971 (EPA)
3. Aerial photo oblique view, former plant (EPA)
4. Map view depicting NAPL areas (Hill)
5. Profile view, animation, NAPL release, migration to water table, water table rise, NAPL rise (Hill)
6. Map view, spread of contaminants in groundwater (Hill)
7. Map view depicting shallow soil areas (Hill)
8. Profile view, animation, PAH release, does not migrate (Hill)
9. Proposed Plan table, parcel-specific
10. 9 Criteria, generic slide, what they are (EPA)
11. Evaluation of Alternatives, highlight key criteria (LTE, STE, cost, ~IMP), discuss differences between alternatives, give technical description, cost, IMP timeframe, result (LTE) – (EPA)

STANDARD
We will take all the slides and put generic footer on them (EPA logo, site name, etc). Can make it so footer doesn’t appear in slideshow but appears on pdf and printouts. Have contractor give us slides and we’ll put footer on.
# ATTACHMENT 3

## Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Mar 22 – Apr 10</td>
<td>Prepare draft presentation and visuals</td>
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<tr>
<td>Mar 22 – Mar 26</td>
<td>Assign slide preparation</td>
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<tr>
<td>Mar 22 – Mar 26</td>
<td>Schedule dry run with Group of 3</td>
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<tr>
<td>Apr 23</td>
<td>Deadline for having Proposed Plan mostly ready</td>
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<td>Apr 25 – May 7</td>
<td>Dry runs, internal and external</td>
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<td>By Apr 30</td>
<td>Send letter to tenants</td>
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<tr>
<td>May 3</td>
<td>Issue Proposed Plan</td>
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<td>May 20</td>
<td>Public Meeting</td>
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<tr>
<td>Jun 30</td>
<td>PLAN B: Issue Proposed Plan</td>
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<td>Jul</td>
<td>PLAN B: Hold Public Meeting</td>
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Community Involvement Plan for Del Amo Proposed Plan phase

Dante Rodriguez to: Randy.Kellerman, george.landreth, Alison.Chassin, SSayed
Cc: Alejandro Diaz

Randy, George, et.al. -
Here is the plan for community involvement activities during the Proposed Plan phase at Del Amo OU1. This documents what we have talking about verbally, and documents our thoughts for the details. You guys all have various roles to play, so read through this so you understand the current expectations.

Randy - you were going to send me an email documenting your understanding of the graphics that we discussed on the phone last Friday.

After you all have had a chance to review this we can get together for a call so folks can ask questions and get clarification. I'll also post this to the Quickr site. Thanks!

Dante Rodriguez, P.E.
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