



Ideas That Change the World
Risk Reduction & Environmental Stewardship Division
PO Box 1663, MS J591
Los Alamos, New Mexico 87545
(505) 667-2211/Fax: (505) 665-8190

RECEIVED
NOV 05 2003

Date: October 31, 2003
Refer to: RRES-DO:03-131

General (CAB Comments)

Mr. James Brannon, Chair
Northern New Mexico Citizens Advisory Board
1660 Old Pecos Trail, Suite B
Santa Fe, NM 87505

Dear Mr. Brannon:

SUBJECT: SUBMITTAL OF FISCAL YEAR 2004 (FY04) RRES PUBLIC INVOLVEMENT PLAN

The purpose of this letter is to transmit the revised FY04 Risk Reduction and Environmental Stewardship Division Public Involvement Plan (RRES PIP or "Plan"). As we have discussed with you in presentations at recent Northern New Mexico Citizens Advisory Board (NNMCAB) meetings, this Plan is very important to us for establishing future goals, directions, and processes for public involvement in Los Alamos National Laboratory's (LANL's) environmental issues and programs, which are largely the responsibility of the RRES Division. Based on the internal and external comments received, we have restructured and simplified the draft Plan. This Plan now reflects both Division management goals and priorities for public involvement and the FY04 budget realities. As stated previously, we expect that the PIP will be a living document that will likely continue to evolve during the coming fiscal year, as experience is gained with its implementation.

We appreciate the continued support and involvement of the NNMCAB in this process, and look forward to the opportunity to continue working closely with the NNMCAB in implementing and improving this plan in the future.

Please contact me at 667-2211 or Paul Schumann at 667-5840 if you have any questions.

Sincerely,

Beverly A. Ramsey, Division Leader
Risk Reduction and Environmental Stewardship Division

BAR/PS/rfr

Enclosure: Draft PIP



Mr. James Brannon
RRES-DO:03-131

2

October 31, 2003

Cy: J. Holt, ADO, MS A104
L. Lopez, RRES-DO, MS J591
M. Manzanares, NNM CAB
D. McCumber, CER-DO, MS A112
P. Schumann, RRES-DO, MS J591
T. Taylor, DOE-LA-AO, MS A316
D. Vigil, DOE-LA-AO, MS A316
IM-5, MS A150
RRES-DO File, MS J591



Risk Reduction and
Environmental Stewardship
Public Involvement Plan 2004

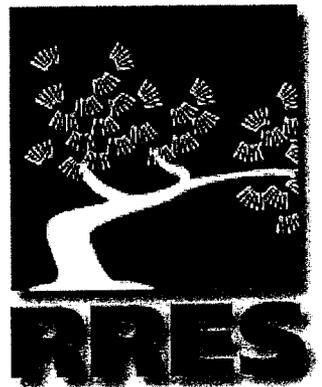


Table of Contents

Purpose of this plan 1

RRES Public Involvement Vision for the Future 1

RRES Public Involvement Policy 1

RRES Public Involvement Plan Strategy 2004 1

RRES Public Involvement Plan Objectives 2004 1

Developing RRES Key Messages 1

RRES Public Involvement Performance Measures 2

Who is the RRES Public? 3

Strengths, Weaknesses, Opportunities and Threats 4

Key topics for communication 5

Roles and Responsibilities 6

Implementation Program 2004 7

Attachment 1. RRES Public Involvement Calendar 2004 9

Attachment 2. Project Specific Public Involvement Plan Example 10

Purpose of this plan

The purpose of this plan is to provide a framework for the Risk Reduction and Environmental Stewardship (RRES) Division public involvement activities in fiscal year 2004. The plan has been designed to reflect RRES Business Planning priorities and the Los Alamos National Laboratory institutional programs and activities.

RRES's public involvement program aims to provide leadership and implementation of the Los Alamos National Laboratory communication goal, which is to "communicate clearly, consistently and effectively both internal and externally in a timely, open and interactive way". Importantly, this plan is seen as a living dynamic document that can be updated in response to lessons learned and changing needs.

RRES Public Involvement Vision for the Future

To create a proactive and interactive public involvement program, based on International Association of Public Participation principles, that is inclusive and response to communities, tribes, non-profit agencies, and federal and state governments.

RRES Public Involvement Policy

RRES management will issue a policy in fiscal year 2004 requiring that all RRES public involvement activities be consistent with the Vision, Strategy and Objectives of this plan. The policy shall also require that all RRES public involvement initiatives be coordinated with RRES Division Office in advance to ensure consistency and coordination with the activities in this plan.

RRES Public Involvement Plan Strategy 2004

To ensure that all applicable regulatory requirements for public involvement are met and to initiate a process of continuous improvement that will provide a solid foundation for future RRES planning, policy and decision-making.

RRES Public Involvement Plan Objectives 2004

Achievement of this strategy will include the:

1. delivery of a strategic, coordinated and systematic approach to public involvement;
2. initiation of a group strategic planning process for public involvement to inform the FY05 business planning process;
3. development and implementation of a standard format and procedure for planning RRES public involvement activities;
4. preparation of a services database that will allow employees to easily identify the RRES public involvement expertise that they might require for a specific project; and
5. establishment of agreed roles and responsibilities including a clear approval process for public involvement activities.

Developing RRES Key Messages

Key messages provide a focus for exactly what the Division intends to communicate and ensure that everyone representing RRES is delivering a clear and consistent picture to the public. Key messages will be identified and reviewed annually for:

- the Division;
- specific RRES business units; and
- specific issues or projects.

It is critical that these messages be **realistic and reflect RRES's commitments**. It is also important that they be **short and concise**, few in number and easy to remember.

The key messages will be developed with consideration of:

- the RRES Business Plan goals;
- the RRES proposed environmental ethic;
- concepts identified during recent Divisional strategic planning meetings; and
- the strengths, weaknesses, opportunities and threats identified later in this plan.

The proposed environmental ethic includes following concepts.

- We continually reduce risks from our operations to public health and environmental systems while enhancing our stewardship of the natural and cultural resources.
- We integrate environmental performance with our nationally assigned national security and science missions, which are performed with respect for the natural and cultural resources of the Laboratory and the surrounding region.
- We promote sustainability by applying our knowledge to local, regional, national and international problems while integrating environmental, economic and social issues.
- We carefully listen to the concerns of our neighbors; incorporate their feedback into our operations; and team with them to find solutions because we are accountable to them and to the nation. We measure our performance and continually strive to improve. We communicate our progress and problems in an open and timely manner.
- We minimize the impact of Laboratory operations on the environment and the cultural resources for which we are responsible.

Concepts identified during recent Divisional strategic planning meetings are listed below.

- Los Alamos National Laboratory is a responsible and steadfast steward of the environment in which we live and work.
- We ensure clean air and water, environmental vigilance and responsibility, and accelerated cleanup of legacy wastes.
- We provide our expertise to internal customers to ensure environmental sensitivity and protection in the development of their plans and programs.
- We are committed to ensuring the health and safety of our employees and the public, minimizing the impact of Laboratory operations on the environment and providing responsible stewardship of the Pajarito Plateau.
- We apply scientific and technical expertise developed as part of the laboratory's core national security mission to environmental challenges and problems, and partner by making those technologies available to communities in our air and watershed.
- We maintain open communications and we are committed to honest dialogue.
- We collaborate with our neighbors to address regional natural and cultural resource issues.
- We reduce the worldwide danger from nuclear sources.
- We train future environmental leaders from around the world.

RRES Public Involvement Performance Measures

Evaluation of public involvement activities is essential for RRES to continuously improve its public involvement activities. Specific evaluation methods are identified for each of the activities in the Implementation Program of this plan. Additional evaluation methods will be identified in the project specific public involvement plans. Measures to ensure timely response to the public will be given priority. Both process and outcome evaluation techniques (such as polling and surveys) will be carefully considered if budget becomes available.

Who is the RRES Public?

It is the goal of RRES to improve its relationships with the public. The table below illustrates the broad and diverse nature of the communities of Northern New Mexico. This table is not intended to be comprehensive, however we would like to hear from any groups or sectors who would like to be included in the list. RRES interacts with these various sectors of the public in coordination with Los Alamos National Laboratory's Communications and External Relations Division.

Public	<ul style="list-style-type: none"> • Residents • Church Groups 	<ul style="list-style-type: none"> • Employees (past, present, future)
Pueblos	<ul style="list-style-type: none"> • San Ildefonso • San Juan • Pojoaque • Taos • Cochiti • Jemez 	<ul style="list-style-type: none"> • Nambe • Picuris • Tesuque • Santa Clara • Eight Northern Indian Pueblos Council
City and County Municipalities	<ul style="list-style-type: none"> • Bernalillo • Los Alamos • Taos 	<ul style="list-style-type: none"> • Santa Fe • Sandoval • Rio Arriba
Government Agencies	<ul style="list-style-type: none"> • LOS ALAMOS NATIONAL LABORATORY • Department of Energy • EPA • Dept. of Interior • Congress • Forest Service 	<ul style="list-style-type: none"> • New Mexico Environment Department • Governor's Office • National Guard • Emergency Management authorities
Business and Industry	<ul style="list-style-type: none"> • Businesses • Civic Groups • Media • Agricultural Associations 	<ul style="list-style-type: none"> • Health Care Sector • Chambers of Commerce • Financial Institutions • Professional associations
Community Groups	<ul style="list-style-type: none"> • Concerned Citizens for Nuclear Safety • Amigos Bravos • Acequia Associations • Sierra Club 	<ul style="list-style-type: none"> • Nature Conservancy • Forest Guardians • Los Alamos Study Group • Citizens for Environmental Safeguards
Education sector	<ul style="list-style-type: none"> • Colleges and Universities • Educational Institutes 	<ul style="list-style-type: none"> • Public and Private schools

Strengths, Weaknesses, Opportunities and Threats

The Strengths, Weaknesses, Opportunities and Threats presented in the following table were identified during interviews with Division management and employees. Strengths and Weaknesses describe characteristics internal to Los Alamos National Laboratory. Opportunities and Threats describe characteristics external to Los Alamos National Laboratory.

Strengths (Internal)

- Improved public involvement can assist in securing future contracts, minimizing risk and improving public perception
- RRES has a strong base of expertise to deliver high quality public involvement
- RRES employees are open to key messages and an increased Los Alamos National Laboratory /RRES commitment to public involvement
- New systems and culture can provide fertile ground for improved communications
- Ability to provide a convincing argument that public involvement is worthwhile and essential
- Education and training will improve RRES understanding of community issues
- Enhanced public involvement will improve morale and show employees that their work and expertise is valued
- New RRES division has consolidated Los Alamos National Laboratory's environmental activities into one organization
- RRES employees believe that a coordinated, and pro-active approach to public involvement is needed
- RRES Group leaders see the benefit of strategic planning to identify specific key messages and priorities.

Opportunities (External)

- Implementation of improved public involvement will result in improved public perception of Los Alamos National Laboratory and provide an opportunity to build mutual understanding and trust in the community
- New systems and culture will provide fertile ground for improved communications
- Transformation of traditional emotional response to a rational recognition that the Northern New Mexico communities are a source of ideas, energy and respect.
- Community capacity building to enable productive participation in decision making
- Giving this plan a high profile can provide an opportunity to showcase its positive results and lessons learned
- By properly resourcing public involvement, stakeholders who have previously felt complacent or disenfranchised may begin to see the value of participating

Weaknesses (Internal)

- Limited budget may hinder RRES's ability to meet community expectations, secure future contracts, or realize opportunities for risk management
- Lack of consensus on the need for improved public involvement
- Perception of RRES employees that public involvement is not a management priority and that anything beyond compliance will not be supported
- Past practice of viewing the public as a hindrance to getting the job done
- A perception (by some employees) that public involvement is not a priority and that their input to strategic planning is not valued
- RRES and communities speak different languages
- History of reactive rather than proactive media / community involvement
- History of poor involvement has led to low morale and a lack of interest in some staff
- Tradition of undertaking public involvement planning with no follow through
- Lack of integration between Communications and External Relations and RRES procedures
- Historic lack of strong environmental leadership at Los Alamos National Laboratory (not within RRES)
- Absence of documented policy/briefing notes on key issues

Threats (External)

- Lack of trust and credibility in the community
- Continued lack of effective public involvement encourages the media to focus on negative stories
- The 'community' is diverse and expansive, stretching existing resources to the limit
- Current uncertainty about the future management of Los Alamos National Laboratory
- A large number of highly vocal activist groups that are very critical of Los Alamos National Laboratory
- Based on the historical lack of attendance at public meetings, a (Department of Energy and Los Alamos National Laboratory) perception that the vast majority of Northern New Mexico stakeholders are complacent
- RRES and communities speak different languages

Key topics for communication

Topics and issues with which to communicate and involve the public over the coming years are many. Interviews with RRES management have identified the following potential topics and issues to be considered for more focused public involvement in the future. It is proposed that priority areas for public involvement in 2004 be identified from this list. Project Specific Public involvement plans will be developed for the seven major outreach activities planned for FY04.

Educating the public about legacy impacts and plans for remediation	
• Historic, current and future impacts to groundwater, surface water, sediments and contaminant transport	
• Plutonium in Pueblo Canyon	• Discharges to Mortandad Canyon
• PCBs	• Material Disposal Areas
• Perchlorate	• Groundwater
• Remediation options	• Contamination of the Rio Grande
Risk Reduction and Environmental Stewardship	
• Management and protection of the environment	• Monitoring and remediation activities
• Risk assessment projects	• Management and protection of cultural resources
• Long Term Environmental Stewardship and End States	• Emergency response
• Environment Management System	• Land Transfer
• Green Zia program	
Regulatory compliance	
• NMED Corrective Action Order	• National Historic Preservation Act
• Hazardous Waste Facility Operating Permit	• National Environmental Protection Act
• DOE Communication and Strategic Planning Directives	• Department of Energy/RRES emergency procedures and protocols
• Emergency Planning and Community Right-to-Know Act	• Contractual requirements (e.g., Appendix F)
• Toxic Substances Control Act	• Air quality permit and other issues
Communication with pueblos	
• Monitoring	• Risk assessment and data management
• Technical support	• Management and protection of cultural resources
Building relationships and credibility with external stakeholders	
• Northern New Mexico Citizens Advisory Board	• Citizens' groups
• Improving relationships with state government	• Cerro Grande Fire air/water quality issues
• Community Groups	
Promotion of RRES skills, capabilities and achievements	
• Environmental Management	• Pollution prevention expertise and tools
• Success stories	• Support in achieving Los Alamos National Laboratory's core mission
• Cerro Grande fire recovery	• Scientific research and environmental assessment.
• Hazardous and solid waste management	• Environmental Management System
Education	
• Transfer of pollution prevention program	• Student participation in P2 program
• Potential demonstration projects such as auto workshops, sustainable design, resource efficiency	• Tutor high-school students in environmental science
Local economic and social development	
• Transfer of expertise, commodities (waste) and technologies to Northern New Mexico public and industry	• Affirmative employment

Roles and Responsibilities

<i>Who</i>	<i>Role</i>
Division Management Team	<ul style="list-style-type: none"> Strategic planning and decision making for improved public involvement Leadership support for effective implementation of this plan Communication of Division and project specific key messages
Division Office Public Involvement Point of Contact	<ul style="list-style-type: none"> Strategic planning for public involvement Preparation of Project Specific public involvement plans for Division Office projects Support to Groups and Programs on Project Specific public involvement plans Approval of Project Specific public involvement plans developed by/with Groups and Programs Development of a chain of approval for information release and public involvement priorities and activities¹ Coordination with Communications and External Relations Division on government, tribal, media interactions Communication of Division and project specific key messages
Group and program leaders	<ul style="list-style-type: none"> Monthly provision of calendar updates to the Division Office Public Involvement Points of Contact Communication of Division and project specific key messages Leadership to group and program team members regarding implementation of this plan Coordination in advance with Division Office Public Involvement Points of Contact on all RRES public involvement activities
Groups and programs public involvement experts	<ul style="list-style-type: none"> Coordination in advance with Division Office Public Involvement Points of Contact on all RRES public involvement activities Preparation and implementation of Project Specific Public Involvement Plans Communication of Division and project specific key messages
Groups and programs subject matter experts	<ul style="list-style-type: none"> Develop project specific key messages Coordination in advance with Division Office Public Involvement Points of Contact on all RRES public involvement activities Communication of Division and project specific key messages
Communications and External Relations Division	<ul style="list-style-type: none"> Memorandum of Understanding (to be prepared)¹ Coordination in advance with Division Office Public Involvement Points of Contact on all public involvement activities affecting RRES Development (in coordination with RRES) of a chain of approval for information release and public involvement priorities and activities¹ Communication of RRES Division and project specific key messages, as appropriate.

¹ See Implementation Plan for details

Implementation Program 2004

This implementation program is based on the proposed FY04 budget and is subject to change depending on the final budget allocation.

Strategic Objective	Action	Lead/Agent (Team)	Performance measure	Due Date
Delivery of a strategic, coordinated and systematic approach to public involvement	Complete and issue FY04 RRES Public Involvement Plan (PIP) that provides goals, objectives and an implementation program for public involvement for 2004	Libby Chaplin (Paul Schumann)	FY04 RRES Public Involvement Plan delivered to RRES, DOE, NNM Citizens Advisory Board	10/31/03
	Develop Division key messages	Libby Chaplin (Division Management team)	Key messages approved	1/30/04
	Develop Business Unit key messages	Libby Chaplin (Tori George, Bruce Erdal, Dave McInroy, Chris Del Signore, Paul Schumann)	Key messages approved	4/30/04
	Review Division and Business Unit key messages	Libby Chaplin (Tori George, Bruce Erdal, Dave McInroy, Chris Del Signore, Paul Schumann)	Key messages reviewed and changes approved	9/30/03
	Prepare a calendar of public involvement activities for first quarter 2004	Paul Schumann (Veronica Aguilar)	2004 Calendar available on the internal web	10/15 /03
		Paul Schumann (Veronica Aguilar)	2004 Calendar available on the external web	11/15/03
	Prepare monthly "rolling updates" to calendar	Brian Thompson, (Paul Schumann, Veronica Aguilar, all RRES organizations)	Calendar of public involvement activities for 2004 available on the external web	Updated monthly
	Update RRES external web-site (as resources allow)	Paul Schumann (Libby Chaplin, Veronica Aguilar)	New web content is uploaded	9/30/04
	Work with Communication Goal Team to integrate FY04 PIP into RRES strategic communications plan (ongoing)	Paul Schumann (Libby Chaplin, Veronica Aguilar)	TBD by Goal Sponsor and Leader	TBD
	Prepare and implement RRES-Division Office (RRES-DO) project specific public involvement plans for priority projects (link to calendar) using the standard format	Paul Schumann and Libby Chaplin	Four RRES-DO project specific public involvement plans implemented	9/30/04
	Work with Community Relations Office to provide RRES input into the 2004 community leaders survey	Paul Schumann	RRES questions included in the 2004 survey	6/30/04
	Prepare and implement RRES Groups and Programs project specific public involvement plans for priority projects (link to calendar) using the standard format	RRES Groups and Programs	Four RRES Groups' and Programs' project specific public involvement plans implemented	9/30/04

Strategic Objective	Action	Lead/Agent (Team)	Performance measure	Due Date
Ensure public involvement is integrated into FY05 group and program budget planning process	Brief RRES managers	Libby Chaplin (Paul Schumann)	RRES-DO Management endorsement of this process	5/15/04
	Work with RRES managers to identify FY05 public involvement activities and associated costs	Libby Chaplin (Paul Schumann)	Budget line items identified for FY05	6/30/04
Development and implementation of a standard format and procedure for planning RRES public involvement activities	Prepare a Standard format for use in preparing Project Specific Public Involvement Plans for RRES activities	Libby Chaplin	Pilot standard format for PSPIPs	11/1/03
	Implement three trial plans in first quarter FY04	Libby Chaplin and Paul Schumann	Three trial plans completed and implemented	11/1/03
	Revise format and obtain approval from RRES-DO	Libby Chaplin	Final plan format issued	12/31/03
	Train RRES group leaders and key outreach personnel in the preparation of RRES public involvement Project Specific Public Involvement Plans	Libby Chaplin, (Paul Schumann)	Training delivered with positive feedback	4/1/04
Preparation of a services database that will allow employees to easily identify the RRES public involvement expertise that they might require for a specific project	Prepare a strawman matrix to capture communication skills and resources	Libby Chaplin (Lorrie Bonds-Lopez)	Completed matrix database	11/15/03
	Undertake telephone interviews to identify RRES communication resources and populate the matrix	Libby Chaplin	Database populated	11/30 /03
	Matrix uploaded onto the internal web-site	Libby Chaplin (Shauna Kackley and Veronica Aguilar)	Database online	2/1/03
Establishment of agreed roles and responsibilities including a clear approval process for public involvement activities	Facilitate a planning session with the Communications and External Relations Division (CER) and key RRES staff to identify roles, responsibilities and protocols for RRES public involvement activities	Paul Schumann (Libby Chaplin)	Planning session outcomes	1/1/04
	Prepare a draft memorandum of understanding (MOU) with CER including a protocol regarding roles, approval procedures, responsibilities and response times.	Paul Schumann (Linn Tytler, Lorrie Bonds Lopez, Libby Chaplin)	Draft protocol issued	2/1/04
	Brief RRES managers on draft protocol and MOU	Paul Schumann (Linn Tytler, Lorrie Bonds Lopez, Libby Chaplin)	Endorsement of protocol and MOU	3/1/04
	Finalize MOU	Lorrie Bonds-Lopez (Libby Chaplin and Paul Schumann)	MOU issued	4/1/04
	Brief Outreach Coordination Council and RRES staff involved in public involvement on MOU	Paul Schumann (Linn Tytler, Lorrie Bonds Lopez, Libby Chaplin)	Briefing completed	4/15/04
	Issue RRES Policy to implement the MOU	Paul Schumann (Linn Tytler, Lorrie Bonds Lopez, Libby Chaplin)	Policy issued	7/1/04

Attachment 1. RRES Public Involvement Calendar 2004

The RRES Public Involvement Calendar is being maintained on the RRES Division internal website (see sample below). The calendar is being continuously updated as events, information and activities change. The calendar will be made available on the external Los Alamos National Laboratory website by January 2004 at:

<http://www.lanl.gov/community>

- October 2003 -						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 "Informercial" News paper Ads: RCRA Haz Waste Facility Permit	2 Technical briefing to Santa Clara Pueblo - ESR Technical briefing to Jemez Pueblo - ESR	3 Governor's Rio Grande Restoration Workshop	4
5 "Informercial" News paper Ads: RCRA Haz Waste Facility Permit	6 Ramsey Brown Bag Lunch - TA-21 Conference Room 11:30-12:30	7	8 Citizen Focus Group Meeting on MDA H Corrective Measures Study	9	10	11
12	13	14	15	16	17	18
19	20 Annual Conference on Soils, Sediments, and Water New Mexico Env. Health Conference	21 Annual Conference on Soils, Sediments, and Water New Mexico Env. Health Conference Britian's Prince Andrew, Duke of York, touring LANL	22 Annual Conference on Soils, Sediments, and Water New Mexico Env. Health Conference	23 Annual Conference on Soils, Sediments, and Water New Mexico Env. Health Conference	24 New Mexico Chapter of the American Planning Assoc. Annual Conference	25 New Mexico Chapter of the American Planning Assoc. Annual Conference
26 New Mexico Chapter of the American Planning Assoc. Annual Conference	27 Public Meeting: GIT quarterly meeting	28 United Way Fund-raiser TA-21 Conference Room 11:30-1:30	29 Ramsey Brown Bag Lunch - Pueblo Complex RRES-ECR Conference Room 11:30-12:30	30	31	

Attachment 2. Project Specific Public Involvement Plan Example



*RCRA Permit Renewal
Outreach Plan*

Version Date: 7 September 2003





Table of Contents

Public outreach action plan.....	1
Key contacts	3
Purpose of public involvement.....	4
Project description	4
Expected level of public involvement.....	4
Types of information to be included	4
Target audience.....	4
Divisions affected	4
Facilities affected.....	4
Project completion date	4
Project objectives	5
Newspapers.....	5
Possible follow-up activities FY04	5
Possible key issues for stakeholders.....	5
Possible key messages	6
Performance measures	6
Project budget	7
Project management and coordination costs.....	7
Estimated costs for display advertisement.....	7
Newspaper costs	7
Who are the external stakeholders?	8
Other internal stakeholders?.....	8
Summary of the RCRA permit process.....	9



Action	Public involvement action plan		
	Who	When	Status
Provide to papers one week in advance of print date	Richard Leishman	9/29	Done
Send advance copies to mailing list with NMED, pueblos and special interest groups, counties, cities CAB etc.	Ken Adkins	9/26	Done Done
Provide to ADC for comment	Luciana Vigil-Holterman	9/26	Done
Provide comments to IM-1 for inclusion	Paul Schumann	9/25	Done
Sign off by the team	Jack Ellvinger	9/25	Done
Provide to CER, DOE and legal for comment	Paul Schumann	9/22	Done
Provide to RRES-DO for comment	Paul Schumann	9/22	Done
Email of designed draft of third ad to the team (text provided 8/25/03)	Paul Schumann	9/22	Done
Provide to papers one week in advance of print date	Richard Leishman	9/22	Done
Send advance copies to mailing list with NMED, pueblos and special interest groups, counties, cities CAB etc.	Ken Adkins	9/22	Done
Provide to ADC for comment	Luciana Vigil-Holterman	9/22	Done
Provide comments to IM-1 for inclusion	Paul Schumann	9/22	Done
Sign off by the team	Jack Ellvinger	9/19	Done
Provide to CER, DOE and legal for comment	Libby Chaplin	9/19	Done
RRES-DO for comment	Libby Chaplin	9/18	Done
Email of designed draft of second ad to the team (text provided 8/25/03)	Libby Chaplin	9/18	Done
Send advanc copies to mailing list with NMED, pueblos and special interest groups, counties, cities CAB etc.	Ken Adkins		Done
Provide to ADC for comment	Luciana Vigil-Holterman	9/15	Done
Provide to RRES-DO for comment	Libby Chaplin Paul Schumann	9/14	Done
Provide to CER, DOE and legal for comment (via emails and phone messages)	Libby Chaplin Paul Schumann	9/14 9/15	Done
Sign off by the team	Jack Ellvinger	9/14	Done
Email of designed draft to the team	Libby Chaplin	9/10	Done
Meet with Richard Leishman of IM1 to discuss design and production	Libby Chaplin	9/8	Done
Talk with Lorrie Bonds Lopez to determine if funding is available to cover additional newspaper costs (Response pending)	Libby Chaplin	9/3	Done
Talk with Lorrie Bonds Lopez to determine if funding is available for IM to do the design (Approved)	Libby Chaplin	9/3	Done
Email revised articles and plan to SWRC team	Libby Chaplin	9/3	Done
Talk with Jack Ellvinger to determine approval process, timing and wording for public liaison with NMED in the articles	Gian Bacigalupa	9/4	Done

Public involvement action plan

Action	Who	When	Status
Talk with Jeff Carmichael to identify photograph opportunities – one of the burners and one of the glove box.	Luciana Vigil-Holterman Gian Bacigalupa	9/3	Some
Obtain a picture of a small storage area	Luciana Vigil-Holterman	9/3	Done
Obtain photos for treatment options	Ann Sherrard	9/3	Some
Talk to Jack and NMED to determine how to invite people to participate in the review process.	Luciana Vigil-Holterman Gian Bacigalupa	9/3	Done
Update the latest draft and email to the <i>team</i>	Libby Chaplin	9/3	Done
Contact IM re design and layout	Libby Chaplin	9/3	Done
Confirm dates of newspaper ads (to be invoiced before the 23 rd).	Carmen Rodriguez	8/26	Done
Book and pay for the space in the newspapers	Carmen Rodriguez	8/26	Done
Talk to Shauna and Patricia and find out the cheapest most effective method of doing the design.	Libby and Carmen	8/26	Done
Meet with to scope waste storage facilities	Libby Chaplin Luciana Vigil-Holterman Gian Bacigalupa	8/25	Done
Talk to Ken Adkins re Liaison requirements with CER	Libby Chaplin	8/26	Done
Meet with to scope waste treatment activities	Libby Chaplin Luciana Vigil-Holterman Ann Sherrard	8/25	Done
Email Ken Adkins the this Public Outreach Plan to find out when we should be sending them the draft	Libby Chaplin	8/25	Done
Email draft to <i>team</i> members and other internal stakeholders for revision	Libby Chaplin	8/25	Done
Facilitate a team meeting to scope the material and prepare draft content and complete the plan (especially identification of approval process and stakeholders from NMED, DOE, EPA and any other internal stakeholders).	Jack Ellvinger Gene Turner Libby Chaplin Paul Schumann	8/22	Done
Review costs and other information to decide: <ul style="list-style-type: none"> ◆ if the project is feasible given the timing issue ◆ color or black and white ◆ key milestones ◆ approval process ◆ timing 	Jack Ellvinger Gene Turner Libby Chaplin Paul Schumann	8/22	Done
Update Contact List	Paul Schumann	8/22	
Email the map of TA's	Luciana Vigil-Holterman	8/22	Done
Jack to present this approach to NMED at the meeting with the bureau chief and decide on approach and timing	Jack Ellvinger	8/21	Done
Obtain a price for a black and white display advertisement	Carmen Rodriguez	8/20	Done
Email out the revised draft of this plan to team members	Libby Chaplin	8/20	Done



Key contacts

Name	Phone/Cell	Email	Role
Jack Ellvinger (RRES-Solid Waste Regulatory Compliance (SWRC))	667 0633	jee@lanl.gov	Steering Committee Technical expert
Tony Grieggs (RRES-SWRC)	665 0451	grieggst@lanl.gov	Principle Decision Maker Steering Committee Technical expert
Gian Bacigalupa (RRES-SWRC)	667 1579	gian@lanl.gov	Steering Committee Technical expert
Luciana Vigil-Holterman (RRES-SWRC)	665 3435	lriv@lanl.gov	Steering Committee Technical expert
Ann Sherrard (ESA-Operations)	665 7226	sherrard@lanl.gov	Steering Committee Technical expert
Beverley Ramsey (RRES-DO)	667 2211	bramsey@lanl.gov	Principal Decision Maker
Gene Turner (DOE- Los Alamos Area Organization)	667 5794	gturner@lanl.gov	Principal Decision Maker
Carmen Rodriguez (RRES-R)	665-6770	carmenr@lanl.gov	Steering Committee (Outreach)
Paul Schumann, RRES DO	667-5840	schumannp@lanl.gov	Steering Committee (Outreach)
Libby Chaplin, Environmental Health Associates	660 1230	lchaplin@eha-inc.com	Steering Committee (Project Facilitator)
Richard Leishman	665 0821	rlshmn@lanl.gov	IM Design and Liaison with papers
Sandra Martinez (RRES-R)	665-6771	saundra@lanl.gov	Steering Committee (Outreach)
David J. Hayden (ESA-Weapons Material and Manufacturing)	667 1480	djhayden@lanl.gov	Technical expert
Jeff Carmichael (RRES-SWRC) Need input directly from NMT	665 2505	carmichaelj@lanl.gov	Technical expert
Scott Miller (RRES – Transuranic Waste Characterization) RRES-CH	665 8862	s_miller@lanl.gov	Technical expert
Davis Christensen (FWO-Solid Waste Operations)	665 8686	dvc@lanl.gov	Technical expert
Rick Alexander (FWO-WFM)	665 7020	raa@lanl.gov	Technical expert
J. Chris Del Signore (RRES Quality Assurance Team for Project 2010)	665 5956	jcds@lanl.gov	Technical expert



Purpose of public involvement

To publish a series of 3 display advertisement in five local newspapers to explain the hazardous waste permit renewal process, and ensure the public is aware of the Laboratory's efforts and intentions relative to hazardous waste management. If funding is available in 2004, LANL will invite communities to participate or request presentations at their community meeting or events.

Project description

The Laboratory has submitted permit applications for several of its hazardous waste operations. This project will provide the public with a brief summary of the permit process, information regarding the Laboratory's actions and intentions in relation to that process, and an understanding of the risks and benefits of our moving forward.

Expected level of public involvement

√	Inform		Consult		Involve		Collaborate		Empower
---	--------	--	---------	--	---------	--	-------------	--	---------

Types of information to be included

Content requirements will be scoped at the meeting of 8/22, however it is likely information will include:

- ◆ What is a RCRA permit?
- ◆ What are the Steps in the Permitting Process?
- ◆ What types activities does this permit renewal cover?
- ◆ How can the public participate?
- ◆ Contact details, website addresses, photos

Target audience

General public

Divisions affected

Divisions affected include:

- ◆ Nuclear Materials Technology;
- ◆ Engineering Sciences and Applications;
- ◆ Facility and Waste Operations; and
- ◆ Risk Reduction and Environmental Stewardship.

Facilities affected

Facilities affected include:

- ◆ Technical Area 54 (Waste Storage Facility);
- ◆ Technical Area 55 (Waste Storage/Treatment Facility);
- ◆ Technical Area 50-69 (Waste Storage Facility); and
- ◆ Technical Area 16 (High Explosives Waste Treatment Facility).

Project completion date

23 September 2003



Project objectives

1. To provide an overview of the permit renewal process and history to the public
2. To answer key questions on the process including
 - What is the permitting process?
 - What is the expected or desired result?
 - What does the permit renewal document include?
3. To inform the public of the Laboratory's intent to renew the permit for waste management facilities
 - Why it is important
 - How it helps ensure protection of the environment and public health
 - Other risks and benefits
4. To ensure the public understands its role and responsibilities.

Newspapers

Albuquerque Journal (regular and north), Rio Grande Sun, LA Monitor, SF New Mexican and the SF Reporter.

Possible follow-up activities FY04

- Invited presentations (handouts, posters and powerpoint presentations and speaker preparation)
- Tour of the waste management facilities (FY04)
- Incorporation of materials on the SWRC website with a link from the RRES external website
- Video of permit renewal sites for presentation on a CD, website and also for use at presentations (raw footage available for the burning grounds (David J. Hayden)

Possible key issues for stakeholders

- Questions and issues that may arise for stakeholders as a result of this activity may include:
- ◆ Why is this application important?
 - ◆ How does this affect me?
 - ◆ Are we safe?
 - ◆ How are risks identified and controlled?
 - ◆ How might this effect groundwater and other resources?
 - ◆ How do you change the permit?
 - ◆ What can I do about it?
 - ◆ What parts of the LANL are affected? What about Area G?
 - ◆ How can we get LANL to close
 - ◆ How long will the permit apply for?
 - ◆ What type of treatment do you do? What happens to the waste?
 - ◆ What is the difference between radioactive waste, hazardous waste, solid waste etc



◆ Does the permit renewal cover transportation and will waste travel through my community?
Possible key messages
◆ We want the public to be informed, to participate, and to recognize us as members of the community.
◆ This permit renewal includes information to allow NMED to review and approve activities
◆ The public can play an important in the renewal process with NMED
◆ This permit renewal includes plans and actions to ensure that permitted activities impact the environment, ecosystems and health minimally
◆ This permit renewal does not cover hazardous or mixed waste disposal
◆ The permit is only one regulatory means of many to ensure LANL effectively manages its operations and is compliant
◆ The permit process has provided an effective tool for LANL to inspect and improve its operations, prevent pollution and minimize the impact of its activities
◆ LANL is a responsible organization and responsible stewards of the environment.
◆ We have adhered to the permitting process as established by the NMED and EPA.
Performance measures
Number of people provided with information



Project budget

Project management and coordination costs

Estimate	\$3,672
----------	---------

Estimated costs for display advertisement

Design	\$800 per ad (price is preliminary only and will change once we get a quote from IM)
--------	--

Newspaper costs

Newspaper	Publication Dates	Est. Price	Size
Albuquerque Journal North -Christopher Hagen Tel: 992-6286 Fax: 989-3665	September 21, 28, and October 5, 2003 – THESE DATES MAY CHANGE	\$4,791.36	One half page color display ads 3 times
Espanola Rio Grande Sun Maria Garcia Tel: 753-2126 Fax: 753-2140	September 18, 25, and October 2, 2003 – THESE DATES MAY CHANGE	\$2,782.92	One half page color display ads 3 times
Los Alamos Monitor -Wendy Etuk Tel: 662-4185 Fax: 662-4334	September 21, 28, and October 5, 2003 – THESE DATES MAY CHANGE	\$2,700.00	One half page color display ads 3 times
Santa Fe New Mexican -Michael BRENDEL Tel: 986-3074 Fax: 984-1785	September 21, 28, and Oct 5, 2003 – THESE DATES MAY CHANGE	\$6,193.17	One half page color display ads 3 times
Santa Fe Reporter -Warren Watson Tel: 988-5541 x210 Fax: 988- 5348 Cell: 577-1554	September 17, 24, and October 1, 2003 – THESE DATES MAY CHANGE	\$2,269.26	One half page color display ads 3 times
Estimated Total		\$18,736.71	



Who are the external stakeholders?

Who	Point of contact	Phone
Public		
San Ildefonso Pueblo	Neil Weber (Dept of Env & Cult Preservation)	505 455 2273
Santa Clara Pueblo)	Joseph Chavarria (Env. Director,	505 753 7330
Jemez Pueblo	Anthony Armiji (Interim Director)	505 834 7359
Cochiti Pueblo	Jacob Pecos	505 465 2244
Concerned Citizens for Nuclear Safety	Joni Arends	
Northern New Mexico Citizens Advisory Board	Jim Brannon	
League of Women Voters		
Los Alamos Study Group	Greg Mello	
Los Alamos County	County Council	
Santa Fe County	County Commissioners	
Rio Arriba County		
Taos County		
DOE	Gene Turner	
EPA	Rich Mayer	
NMED	Sandra Martin	

Other internal stakeholders?



Summary of the RCRA permit process

The following information regarding the Resource Conservation and Recovery Act (RCRA) permit process is quoted directly from the EPA website and is provided to give background to those in the outreach planning team who may be unaware of the process.

What is a RCRA permit?

A RCRA permit is a legally binding document that establishes the waste management activities that a facility can conduct and the conditions under which it can conduct them. The permit outlines facility design and operation, lays out safety standards, and describes activities that the facility must perform, such as monitoring and reporting. Permits typically require facilities to develop emergency plans, find insurance and financial backing, and train employees to handle hazards. Permits also can include facility-specific requirements such as ground-water monitoring. The permitting agency has the authority to issue or deny permits and is responsible for monitoring the facility to ensure that it is complying with the conditions in the permit. According to RCRA and its regulations, a TSDF cannot operate without a permit, with a few exceptions.

The permitting process for a hazardous waste management facility requires a significant amount of time and effort. Each participant plays a distinct and essential role. Permit applicants must carefully consider the RCRA regulations when developing and submitting their applications and planning public involvement activities. The permitting agency must review the permit application to ensure that it is complete, adequate, and protective of public health and the environment. The agency must also coordinate this review to ensure community involvement. The public should become familiar with the permitting process and participate in it so that community concerns are heard and acted upon. This coordination of efforts will help to ensure that the environment and citizens of the United States are protected by proper management of hazardous wastes.

What is a hazardous waste?

Hazardous wastes can be liquids, solids, or sludges. They can be by-products of manufacturing processes or discarded commercial products. If hazardous wastes are not handled properly, they pose a potential hazard to people and the environment. To ensure that companies handle waste safely and responsibly, EPA has written regulations that track hazardous wastes from the moment they are produced until their ultimate disposal. The regulations set standards for the hazardous waste management facilities that treat, store, and dispose of hazardous wastes.

What is a hazardous waste management facility?

Hazardous waste management facilities receive hazardous wastes for treatment, storage, or disposal. These facilities are often referred to as treatment, storage, and disposal facilities, or TSDFs.

Treatment facilities use various processes (such as incineration or oxidation) to alter the character or composition of hazardous wastes. Some treatment processes enable waste to be recovered and reused in manufacturing settings, while other treatment processes dramatically reduce the amount of hazardous waste.

Storage facilities temporarily hold hazardous wastes until they are treated or disposed of.

Disposal facilities permanently contain hazardous wastes. The most common type of disposal facility is a landfill, where hazardous wastes are disposed of in carefully constructed units designed to protect groundwater and surface-water resources.

NOTE: LANL IS NOT SEEKING TO PERMIT ANY RCRA DISPOSAL ACTIVITIES.



What are the steps in the permitting process?

Step 1 Starting the Process

Before a business even submits a permit application, it must hold an informal meeting with the public. The business must announce the "pre-application" meeting by putting up a sign on or near the proposed facility property, running an advertisement on radio or television, and placing a display advertisement in a newspaper. At the meeting, the business explains the plans for the facility, including information about the proposed processes it will use and wastes it will handle. The public has the opportunity to ask questions and make suggestions. The business may choose to incorporate the public's suggestions into its application. The permitting agency uses the attendance list from the meeting to help set up a mailing list for the facility.

Step 2 Applying for a Permit

After considering input from the pre-application meeting, the business may decide to submit a permit application. Permit applications are often lengthy. They must include a description of the facility and address the following:

- ◆ How it will be designed, constructed, maintained, and operated to protect public health and the environment.
- ◆ How any emergencies and spills will be handled, should they occur.
- ◆ How the facility will clean up and finance any environmental contamination that occurs.
- ◆ How the facility will close and clean up once it is no longer operating.

Step 3 Receipt and Review of the Application

When the permitting agency receives a permit application, it sends a notice to everyone on the mailing list. The notice indicates that the agency has received the application and will make it available for public review. The permitting agency must then place a copy of the application in a public area for review.

Simultaneously, the permitting agency begins to review the application to make sure it contains all the information required by the regulations. The proposed design and operation of the facility are also evaluated by the permitting agency to determine if the facility can be built and operated safely.

Step 4 Revisions, Revisions, Revisions

After reviewing the application, the permitting agency may issue a Notice of Deficiency (NOD) to the applicant. NODs identify and request that the applicant provide any missing information. During the application review and revision process, the permitting agency may issue several NODs. Each time the permitting agency receives a response from the applicant, it reviews the information and, if necessary, issues another NOD until the application is complete. Given the complex and technical nature of the information, the review and revision process may take several years.

Step 5 Drafting the Permit for Public Review

When the revisions are complete, the agency makes a preliminary decision about whether to issue or deny the permit. If the agency decides that the application is complete and meets appropriate standards, the agency issues a draft permit containing the conditions under which the facility can operate if the permit receives final approval. If the permitting agency determines that an applicant cannot provide an application that meets the standards, the agency tentatively denies the permit and prepares a "notice of intent to deny."

The permitting agency announces its decision by sending a letter to everyone on the mailing list, placing a notice in a local paper, and broadcasting it over the radio. It also issues a fact sheet to explain the decision. Once the notice is issued, the public has 45 days to comment on the decision. Citizens also may request a public hearing by contacting the permitting agency. The permitting agency may also hold a hearing at its own discretion. The agency must give 30-day public notice before the hearing.



Step 6 The End Result: A Final Permit Decision

After carefully considering public comments, the permitting agency reconsiders the draft permit or the notice of intent to deny the permit. The agency must issue a "response to public comments," specifying any changes made to the draft permit. The agency then issues the final permit or denies the permit.

Even after issuing a permit, the permitting agency continues to monitor the construction and operation of the facility to make sure they are consistent with state and federal rules and with the application.

Several additional steps can also take place after the original permit is issued:

- ◆ **Permit Appeals.** Facility owners and the public both have a right to appeal the final permit decision. The appeal is usually decided upon by administrative law judges.
- ◆ **Permit Modifications.** If a facility changes its management procedures, mechanical operations, or the wastes it handles, then it must secure a permit modification. For modifications that significantly change facility operations, the public must receive early notice and have a chance to participate and comment. For minor modifications, the facility must notify the public within a week of making the change.
- ◆ **Permit Renewals.** The permitting agency can renew permits that are due to expire. Permit holders that are seeking a permit renewal must follow the same procedures as a facility seeking a new permit.
- ◆ **Permit Terminations.** If a facility violates the terms of its permit, the permitting agency can terminate the permit.

How Can The Public Participate?

Members of the public have valid concerns about hazardous waste management. They and other interested parties can contribute valuable information and ideas that improve the quality of both agency decisions and permit applications. EPA believes that public participation is a vital component of the permitting process. Accordingly, EPA has written regulations that create opportunities for the public to learn about RCRA activities and give input during the permitting process. The preapplication meeting, public comment and response periods, and public hearings are all instances where citizens can engage companies and regulators in a dialogue. Furthermore, EPA encourages permitting agencies, permit holders or applicants, and other interested parties to provide additional public participation activities where they will be helpful.

EPA also realizes that some of the most important public participation activities happen outside the formal permitting process. Citizens can contact environmental, public interest, and civic and community groups that have an interest in the facility and become involved in their activities. The permit holder or applicant may also create informal opportunities for public input and dialogue.



The permitting process gives citizens a number of opportunities to express their ideas and concerns. Here are several steps you can take to ensure that your voice is heard:

- ◆ Know whom to call at the permitting agency. Early in the process, call the agency to determine the contact for the project. This person's name also should be on fact sheets and other printed materials.
- ◆ Ask to have your name put on the facility mailing list for notices, fact sheets, and other documents distributed by the agency.
- ◆ Do your own research by talking to local officials, contacting research or industry organizations, reading permitting agency materials, and interacting with interested groups in the community.
- ◆ Submit written comments that are clear, concise, and well documented. Remember that, by law, permitting agencies must consider all significant written comments submitted during a formal comment period.
- ◆ Participate in public hearings and other meetings. Provide testimony that supports your position. Remember that a public hearing is not required unless a citizen specifically requests one in writing.
- ◆ If any material needs further explanation, or if you need to clear up some details about the facility or the permitting process, request an informational meeting with the appropriate official. You also may want to call the facility to meet with the staff or to request a tour or other information.
- ◆ Follow the process closely. Watch for permitting agency decisions and review the agency's responses to public comments. Remember that citizens may have an opportunity to appeal agency decisions.