

**APPENDIX F1
FACT SHEET SAMPLE**

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PREFACE

The Fact Sheet Sample included in this appendix was prepared by the DTSC Voluntary Cleanup Program (VCP) team in February 2008. The format of the Sample has been modified slightly to be consistent with the remainder of this PT&R guidance document. In general, the fact sheet should look similar to this Sample.

This sample document is for guidance only, and is applicable on a case-by-case basis. Some elements of this Sample may apply to your site, and others may not. Additional elements than are addressed by this Sample may also be needed.

Instructions for suggested content are denoted by boxed text. Some sections provide example text that could be applied to any site. Text that is intended for general application is shown as normal formatting with brackets and underline to indicate locations for inserting site-specific information. Other sections provide example descriptions for specific remedial alternatives (i.e., excavation/off-site disposal). These example descriptions (indicated by italics) are not intended for broad application; some specificity has intentionally been removed from the example descriptions, as indicated by bracketing and underlining.

Fact Sheet, [Month] [Year]

Cleanup Plan for [name of metal] Available For Review [or other heading as appropriate – keep to 1 line]

A draft plan to remove soil contaminated with [metal] at the [name of site] is open for public review and comment. The draft plan, called a [document title and acronym], was submitted by [name]. The site is located at [address or location description] in [city], California.

[Consider a map here – or a figure depicting the location of the site/facility]

This Fact Sheet provides a brief summary of:

- Why Cleanup Is Necessary [or Why are Protective Actions Necessary]
- History and Operations at the Site
- Environmental Investigations
- Proposed Cleanup Options
- Safety & Dust Control During Cleanup
- Proposed Transportation Route for Trucks
- California Environmental Quality Act
- Next Steps
- Where to Find the Documents
- Who to Contact for Information

Why Cleanup Is Necessary [or Why are Protective Actions Necessary]

[If appropriate: There is **no** immediate health risk because the public is not exposed to the contaminated soil.] However, because exposure to elevated levels of [metal] contamination can cause adverse health effects, DTSC recommends that the [name] prepare a cleanup plan to remove and dispose the contaminated soil to protect [industrial/commercial workers, the future occupants of the property]. DTSC will oversee the removal action and ensure that it is performed in a manner that does not harm people or the environment.

PUBLIC COMMENT PERIOD

[date] to [date]

[IF APPLICABLE: PUBLIC MEETING/HEARING/OPEN HOUSE, DATE & TIME]

Your participation is encouraged. The draft [document title] and other related project documents for this site are available for review and public comment at the locations listed on page [#]. We will make a final decision after all public comment has been reviewed and considered. Please submit written comments in the enclosed postage paid envelope postmarked **by [date]**; or by email before the deadline date no later than 5 p.m. to:

[Your Name, Public Participation Specialist, yourPPS@dtsc.ca.gov.]

Si desea información en español, comuníquese con [name] al [insert number] [o número gratis 1-866-495-5651 if PPS staff is contact]

History and Operations at site

Instruction: Brief description of what occurred on the site historically. Additionally, what is the source of the contamination? The location description should be defined by a map and a written description can be a caption to that map if necessary.

[Metal] occurs naturally in California soils. In addition, [metal] is used in [potential anthropogenic sources and duration of uses e.g., lead was used in various manufacturing processes and was used in paint until 1978, when federal laws changed to restrict its use]. The elevated levels found at this site may have resulted from the use of [potential source, e.g., lead-based paint on the buildings].

Environmental Investigations

Instruction: Brief description of the investigations conducted at the site, the timeframes for these investigations, the contaminants encountered, affected environmental media, and depth of impact.

During the investigations conducted from [date] through [date], elevated concentrations of [metal] were found in shallow soil throughout the site.

-or-

Several site investigations were conducted during [insert year] to identify current conditions at the site, involving the collection of soil samples from [#] locations or borings. The results of these investigations detected [metal] at higher than acceptable levels.

Proposed Cleanup Options

Instruction: Identify the cleanup options to be considered and the recommended cleanup option. Describe the recommended cleanup option.

The following three Cleanup Options will be considered for this site:

Alternative 1 – No Further Action

Alternative 2 – Containment through Surface Capping

Alternative 3 – Removal and Off-Site Disposal

Based on careful analysis of the options, [alternative description, e.g., excavation and removal] is recommended because it [provide rationale, e.g., protects human health and the environment, is permanent and has a reasonable cost]. Details of the removal action alternatives are listed in Section [#] of the [document title].

If Alternative [#] is selected, [Describe the cleanup process. See following examples for excavation and removal alternative.]

Example 1 for excavation/disposal: The contaminated soil will be dug out using a backhoe, bulldozer, shovels or other types of earth moving equipment, as necessary. The soil will be either temporarily stockpiled or loaded directly onto trucks and taken off-site to be disposed at a licensed facility. The soil will not be stockpiled on the site for long durations. After the contaminated soil is removed, samples will be taken to confirm that the contamination is gone.

-or-

Example 2 for excavation/disposal: Soil would be dug up, temporarily stockpiled at the site for [duration], then removed to an off-site location for disposal at a licensed facility. Removing the [#] cubic yards of contaminated soil will reduce the amount of metals in the soil to safe levels. "Safe" is a relative term, based upon DTSC's analysis of the risks posed by its decision. For further discussion on how the Department uses this word, please go to:

Proven Technologies and Remedies Guidance – Remediation of Metals in Soil

www.dtsc.ca.gov/ScienceTechnology/index.html#Human%20Risk%20Assessment.

-or-

Example 3 for excavation/disposal: About [#] yards of contaminated soil will remain beneath the former community hospital's concrete floor while the school district renovates the building. This decision was made because removing the soil from this location would damage the existing structure. This soil will remain in place at the completion of the project and will not pose a risk because it is (under three feet of clean soil/under a layer of concrete, and is not accessible to students, staff or faculty.

Safety & Dust Control During Cleanup

Instruction: Describe the safety and dust control measures to be taken during the cleanup action.

The following actions will be implemented during this process to ensure public safety and minimize dust:

- [List appropriate actions, e.g., installing temporary fencing with windscreens for security and dust control; driving all vehicles at slow speeds while on the property; spraying of work areas with clean water to control dust; securing trucks with covers before they leave the site; brushing truck tires entering and exiting the site to remove soils and debris; monitoring the air at the site to ensure the amount of dust stays at safe levels]

Proposed Transportation Route for [Mechanism, e.g., Trucks]

Instruction: Describe proposed means of transporting the soil and the transportation route(s).

About [#] cubic yards (or about [#] tons) of [metal]-contaminated soil will be removed and taken off-site for disposal. It will take about [#] truckloads to remove the contaminated soil from the site. Trucks leave the site going [describe the truck route]. The soil will be taken to a state licensed and approved disposal and/or treatment facility. This work is limited to the hours between [insert timeframe] [insert frequency, e.g., daily]. The cleanup process is expected to take about [#] weeks.

California Environmental Quality Act

Instruction: Identify the CEQA document prepared for the project. Indicate the findings of the CEQA evaluation.

In compliance with the California Environmental Quality Act (CEQA), DTSC has prepared a [document title, e.g., draft Notice of Exemption (NOE)] for this project. The [document title] states that the proposed cleanup will [insert site-specific determination, e.g., cleanup will not have a significant negative effect on human health and the environment because of short duration, relatively small amount of contaminated soil to be removed, and the controlled way in which the contaminated soils will be dug out, loaded onto trucks and taken away to an approved/permitted facility for lawful disposal.]

Next Steps

Instruction: Describe the steps to be taken after close of the public comment period.

At the close of the Public Comment Period, DTSC will review and consider any public comments and make any necessary revisions to the [document title] prior to final approval. Also, a Response to Comments document will be mailed to everyone who makes a comment and provides their name and address. The soil removal is expected to take place in [month and year], and should take about [duration]. After the cleanup process is completed, [name] will conduct soil testing to confirm cleanup goals have been reached and submit a [report title] to the DTSC for review and approval.

Where to Find the Documents

Instruction: Indicate how the documents can be accessed.

The [document title] and other related documents for [site name] are available for review at the following locations:

[location]

[address]

[Phone: insert number]

[location]

[address]

[Phone: insert number]

Department of Toxic Substances Control

Regional Records Office

[address]

[city], CA [zip]

Contact: [name & phone number]

Hours: 8 a.m. – 5 p.m. Monday – Friday

Site documents are also available at www.envirostor.dtsc.ca.gov [insert specific directions on how to access the site information] for your review. A computer is available in the DTSC file room for your use.

Who to Contact for Information

Instruction: Provide the contact information for DTSC staff working on the project.

If you have any questions about the project or cleanup activities, please contact:

[name]

DTSC Project Manager

[phone]

[e-mail address]

[name]

DTSC Public Participation

[Toll free phone number]

[e-mail]

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Media Inquiries:

[name]

DTSC Public Information Officer

[phone number]

[e-mail address]

Notice to Hearing-Impaired Individuals

Instruction: Provide the contact information for hearing-impaired individuals.

You can obtain additional information about the site by using the California State Relay Service at 1 (888) 877-5378 (TDD). Ask them to contact [name & phone #] regarding the [name of project] project.

COMMENT FORM AND MAILING COUPON

[SITE NAME & LOCATION]

You may use this sheet to:

- **send us your comments**
- **be added to or taken off the mailing list**

If you use this form to send us your comments, please include your name and address. All written comments must be postmarked no later than **[date]**. Please send this form to:

[name], Public Participation Specialist
Department of Toxic Substances Control
[address]
[city], CA [zip]

You may also email this same information to: [e-mail address]

- Please take me off the mailing list
 Please add me to the mailing list

Name: _____

Address: _____

Affiliation (if any): _____

Phone number (optional) _____

Comments: (If you need more space, please feel free to use another sheet of paper)

Our mailing lists are only used for keeping you informed of our activities. However, they are considered public records and, if requested, may be subject to release.

[Mailing Envelope:]

[Return address:]

[name], Public Participation Specialist

Department of Toxic Substances Control

[address]

[city], CA [zip]

Important:

Your comments sought on the cleanup plan for

[name of site]

Importante:

Se buscan sus comentarios en el plan de limpieza para

[name of site]

[Business Reply Mail Envelope:]

[name]

Department of Toxic Substances Control

Re: [site name]

[address]

[city], CA [zip]