

## DESCRIPTION

A Resource Book is a notebook that presents general Superfund and site-specific information for citizens, *Media* representatives, and new team members. A Resource Book is a collection of a broad range of introductory materials about the site. A Resource Book also provides a concise summary of site activities to date.

## REQUIRED ACTIVITY?

No.

## MAKING IT WORK

### WHEN TO USE

A Resource Book can be used to help educate site leaders, citizens, or the media about the overall Superfund process and site activities. It is useful at *Public Availabilities/Poster Sessions* and site briefings. A Resource Book is a great way to archive information about progress at a Superfund site.

A resource book is most effective when it is:

- Updated regularly;
- Kept brief;
- Organized by tabs;
- Available at the user's leisure;
- User-friendly;
- Used as a community document; and
- Combined with other resources (*e.g.*, local library resources, EPA information hotlines and clearinghouses, *Internet*).

### HOW TO USE

When constructing a Resource Book, condense and summarize information as much as possible. The list below can help:

#### BEFORE YOU BEGIN

- Consult community representatives to gather information about the site; and
- Observe publication restrictions.

#### FORMAT

- Use tabbed sections to enable easy access to information;
- Plan how the information will be organized (*e.g.*, tabbed sections chronologically with the most recent information first);
- Use an annotated table of contents that describes the information in the tabs;
- Use a three-ring binder for easy addition or removal of documents; and
- Make a schedule for updating information regularly.



[See Media,  
Tab 25](#)



[See Public  
Availabilities/  
Poster Sessions,  
Tab 30](#)



[See Internet,  
Tab 10](#)

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# RESOURCE BOOK

## CONTENT

Dividing the notebook into several tabbed sections will improve readability. Contents might include:

- Generic information about the Superfund program (*e.g.*, history, pipeline steps, glossary);
- Pipeline steps, from preliminary assessments through operation and maintenance, including community involvement opportunities throughout the Superfund pipeline;
- Site-specific information, such as abstracts from key technical documents like the Record of Decision (ROD), Preliminary Assessment/Site Inspection (PA/SI), or brief *Fact Sheets* summarizing this information;
- Community involvement information, such as scheduled events for community participation and locally-issued site information; and
- Timeline of past/planned site activities.

Eliminate enforcement-sensitive information, and use non-technical language whenever possible. Provide a date and citation for each resource. Get all information reviewed internally by EPA management. Divide information into separate volumes if the book becomes too large.

## WHO TO CONTACT

Include in your Resource Book a comprehensive list of the contact information for people directly involved with the site, including the Remedial Project Manager (RPM), community leaders, Potentially Responsible Parties (PRPs), and other federal, state, and local agency officials.

## EXAMPLES

### EXAMPLE 1: INFORMATION REPOSITORY

One region makes a regular practice of putting a Resource Book at their site information repositories. For most citizens living near a Superfund site, the mounds of paper that make up the *Repository* can be quite overwhelming. The region finds that the Resource Book helps the community members get a better understanding of the Superfund process and provides the site-specific information citizens want.

### EXAMPLE 2: OUTREACH AND BRIEFINGS

Another region uses a Resource Book to help them address the questions and issues that arise at their contentious sites. They bring copies with them to *Availability* sessions, use it to brief their regional administrator, and provide copies of Resource Books at *Media* events in addition to topic-specific press information.

## TIPS

- Create abstracts/summaries of key documents to reduce notebook size.
- Include *Fact Sheets* on common chemicals found and technologies used at sites.
- Develop an annotated table of contents.
- Provide a date and citation for each resource.

[See Fact Sheets, Tab 15](#)



[See Information Repository, Tab 21](#)



- Include local information developed about the site, including stories on community participation to date. Existing local information often provides the most approachable and understandable introductory resources for someone new to a site; it is also the most contextual.
- Design a cover for the Resource Book that is tailored to the community; for example, a local landmark.

## **RELATED TOOLS/RESOURCES IN THE TOOLKIT**

- [Communications Strategies, Tab 3](#)
- [Community Groups, Tab 4](#)
- [Community Profile, Tab 8](#)
- [Exhibits, Tab 13](#)
- [Fact Sheets, Tab 15](#)
- [Frequently Asked Questions/Referrals, Tab 18](#)
- [Information Repository, Tab 21](#)
- [Internet, Tab 10](#)
- [Media, Tab 25](#)
- [Presentations, Tab 29](#)
- [Translation Services, Tab 43](#)

## **ATTACHED ITEMS WITHIN THIS TOOL**

- Attachment 1: Examples of General Superfund Information That Might be Included in a Resource Book
- Attachment 2: Suggested Tabs for Organizing Your Resource Book



## **ATTACHMENT 1: EXAMPLES OF GENERAL SUPERFUND INFORMATION THAT MIGHT BE INCLUDED IN A RESOURCE BOOK**

- Your Community Resource Book: Purpose and Introduction
- Superfund: A Brief History
- Pipeline diagram
- Roadmap to community involvement
- One-page site summary outline (to be completed by CIC)
- *Frequently Asked Questions* about the Superfund Program
- Glossary of terms, including acronyms
- Technology fact sheets
- List of federal resources and contacts (state and local resources, to be assembled by CIC)



## **ATTACHMENT 2: SUGGESTED TABS FOR ORGANIZING YOUR RESOURCE BOOK**

- Introduction and Purpose
- Superfund History and Process
- Local Information (community-driven materials, including newsletters, news releases about the site)
- Site-Specific Summary Information
- Community Involvement: What You Can Do
- Additional Information Resources (including state and local resources and contacts)

