

**PROPERTY OWNERSHIP SUMMARY
SAINT GEORGE ISLAND, ALASKA**

No.	Site Description	Legal Description	Owner
1	Former Diesel Tank Farm (Waterfront)	Lot 8 Tract 43	City
2	Former Drum Storage Area (adjacent to Former Diesel Tank Farm)	Lot 10 Tract 43	Tanaq Corporation/TAC ¹
3	Inactive Gasoline Station	Lot 8 Tract 43	City
4	Active Landfill	Tract 38, S1, T42S, R130W	City
5	Ocean Dump Site	ANCSA selected property	Tanaq Corporation/TAC ¹
6	Open Pits Site	ANCSA selected property	City/TAC ¹
7	Ballfield/Former Landfill	Tract 52	City/TAC ¹
8	Active Power Plant	Lot 14 Tract 43	City
9	Old Power Plant	Lot 14 Tract 43	Tanaq Corporation/TAC ¹
10	Former Kerosene Drum/AST Storage Area	Lot 1 Tract 43	Tanaq Corporation/TAC ¹
11	Cottage C UST	Lot 5 Tract 47	NOAA
12	Former Hanger Building	Tract V, T41S, R129W	State

¹ Pursuant to the Alaska Native Claims Settlement Act ("ANCSA"), Tanaq Corporation owns the surface estate, and The Aleut Corporation (TAC) owns the subsurface estate. These sites are subject to joint use rights retained by the federal government under the 1976 Memorandum of Understanding and the Cooperative Agreement which were formed by TDX, the other Aleut entities of the Pribilof Islands and NOAA, pursuant to the Fur Seal Act of 1966. Under these agreements, the Pribilof Island's Joint Management Board retains jurisdiction to regulate joint use areas such as landfills, borrow pits and bone yards.

² NOAA's ownership of many of the NON-ANCSA sites is also subject to the Transfer of Property Agreement on the Pribilof Islands ("TOPA"), dated February 10, 1994.

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No.	Site Description	Legal Description	Owner
13	Makushin Pit	Ptn Sec 36, T41S, R130W	Tanaq Corporation/TAC' IC - 10/31/78
14	Oil Drum Dump	ANCSA selected property	Tanaq Corporation/TAC'
15	Boneyard B	Near Tract 37 S1, T42, R130W	Tanaq Corporation/TAC'
16	Boneyard C	Near Tract 37 S1, T42,R130W	Tanaq Corporation/TAC'
17	Cross-Hill Drum Dump	ANCSA selected property	Tanaq Corporation/TAC'
18	Former Fuel Storage Area or (Old Drum Storage Area)	Tract 52	Tanaq Corporation/City/ TAC'
19	Old Carpenters Shop	Lot 16 Tract 43	City/TAC'
20	Old Coal House	Lot 14 Tract 43	St. George Traditional Council
21	Abandoned City Diesel Tank disposal Site	Lot 11 Tract 43	Tanaq Corporation/TAC'
23	Inactive/Abandoned Diesel Tank Farm (labelled as Current Diesel Tank Farm Site in PA)	Tract 49, S29, T41S, R129W	City QCD - 4/25/86
24	Inactive Gasoline Tank Farm	Tract 45, S29, T41S, R129W	City QCD - 4/25/86
25	Port Fuel Supply Line	Appears line runs through Tract 45 (Gas Tank Farm)	Tanaq Corporation/City/ TAC'

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PROPERTY OWNERSHIP SUMMARY SAINT PAUL ISLAND, ALASKA			
No.	Site Description	Legal Description	Owner
1	Oil Drum Dump Site	S16, T35S, R131W	TDX /TAC ¹ Patent 9/27/90
2	Vehicle Boneyard Site	Tract 334, T35S, R131W	TDX /TAC ¹ Patent 1/19/79
3	Little Polovina Hill Buried Vehicle Boneyard	S33, T35S, R131W	TDX /TAC ¹ Patent 1/19/79
4	Dune Vehicle Boneyard	S29, T35S, R131W	TDX /TAC ¹ Patent 1/19/89
5	St. Paul Landfill	Tract 42	5.78 acres NOAA's (TDX /TAC ¹ surrounding)
6	Pumphouse Lake	S16817, T35S, R131W	TDX /TAC ¹ Patent 1/19/79
7	NMFS Fuel Barges	ANCSA selected property	State tidelands and/or TDX /TAC ¹ uplands depending on location
8	NOAA/NMFS Landfills	Sections 36 & 25, T35S, R132W	TDX /TAC ¹ Patent 1/19/79
9	Tract 41	Tract 41	NOAA ²
9a	USTs Site (Tract 41)	Tract 41	NOAA ²

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² NOAA's ownership of many of the non-ANCSA sites is also subject to the Transfer of Property Agreement on the Pribilof Islands ("TOPA"), dated February 10, 1994.

**PROPERTY OWNERSHIP SUMMARY
SAINT PAUL ISLAND, ALASKA**

No.	Site Description	Legal Description	Owner
9b	Power Plant (Tract 41)	Tract 41	NOAA ²
9c	Municipal Garage - UST vent/fill pipe (Tract 41)	Tract 41	NOAA ²
9d	Municipal Garage Drum Staging Area (Tract 41)	Tract 41	NOAA ²
9e	Contaminated Saltwater Wells	Tract 41	NOAA ²
10	Former Gasoline Tank Farm	Tract 41	NOAA ²
11	Demolished Diesel Tank Farm (Tract 43)	Tract 43	NOAA ²
12	Lukanin Bay Debris	ANCSA selected property	TDX/TAC ¹
13	Salt Lagoon Diesel Seep	ANCSA property selected	TDX/TAC ¹
14	Icehouse Lake Buried Vehicle Boneyard	ANCSA selected property	TDX/TAC ¹ 12/31/85
15	Lakehill Scoria Pit	ANCSA selected property	TDX/TAC ¹ or NOAA (ownership in dispute).

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DEPARTMENT OF DEFENSE
AND
UNITED STATES ENVIRONMENTAL
PROTECTION AGENCY



Restoration Advisory Board
Implementation Guidelines

September 1994

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U.S. ENVIRONMENTAL PROTECTION AGENCY
AND DEPARTMENT OF DEFENSE
RESTORATION ADVISORY BOARD IMPLEMENTATION GUIDELINES

I. BACKGROUND

The United States Environmental Protection Agency (EPA) and the Department of Defense (DoD) recognize the importance of public involvement at military installations that require environmental restoration. Therefore, EPA and DoD have developed joint Restoration Advisory Board (RAB) guidelines. DoD policies on community involvement can be found in the *"Management Guidance for Execution of the FY94/95 and Development of the FY96 Defense Environmental Restoration Program,"* April 14, 1994.

RABs bring together people who reflect the diverse interests within the local community, enabling the early and continued flow of information between the affected community, DoD and environmental oversight agencies. DoD is creating RABs to ensure that all stakeholders have a voice and can actively participate in a timely and thorough manner in the review of restoration documents. RAB community members will provide advice as individuals to the decision-makers on restoration issues. It is a forum to be used for the expression and careful consideration of diverse points of view. The RAB complements other community involvement efforts, but does not replace them. The DoD installation will continue to be responsible for fulfilling all statutorily mandated public involvement requirements.

This document provides guidelines to assist DoD installations on how to develop and implement a RAB and the role of environmental oversight agencies in this process. It is intended to be flexible so the DoD installation can adapt the RAB to meet the individual needs of the community.

— The guidelines are based on recommendations contained in the February 1993, "Interim Report of the Federal Facilities Environmental Restoration Dialogue Committee." While not identical, they are generally consistent with the Committee's recommendations.

Although these guidelines are intended to apply at all military installations, EPA's involvement on a RAB will vary based on the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) National Priorities List (NPL) status of the installation. EPA is committed to full involvement on RABs as the Federal regulatory agency for all DoD installations on the NPL or at base closure sites where EPA has received resources from DoD. EPA's involvement will be at the discretion of EPA's regional office for non-NPL, non-base closure or base closure installations where EPA has not been given resources from DoD.

information repositories established by the installation and widely accessible to the community. If a significant segment of the community is non-English speaking or visually impaired, the fact sheet should be translated. A sample RAB fact sheet is included as Enclosure 1.

Public Notice

A paid public notice should be issued to advertise the initial RAB information meeting in at least one newspaper of general circulation serving the affected communities around the installation, as well as in the installation newspaper. The public notice should be published in advance of the meeting and include the following information:

- time and location of the meeting
- notice of the intent to establish a RAB or transition the TRC to become a RAB, if applicable
- RAB purpose
- membership opportunities
- meeting is open for public attendance and participation
- name and phone number of contact person(s) for more information
- topics for consideration at the initial RAB information meeting

The public notice should be placed in a prominent section of the newspaper likely to be read by the majority of community members. A sample public notice is included as Enclosure 2.

Agenda

An agenda for the meeting should be developed by the DoD installation in consultation with the state and EPA, as appropriate. The agenda should reflect community restoration concerns as identified by existing community involvement activities (i.e., interview with key community leaders, review of correspondence, review of media coverage, etc.).

Press Release

The DoD installation's public affairs office should prepare and distribute a press release to explain the purpose of the RAB and the time and location of the meeting. Depending on local media coverage of installation environmental issues, it may be appropriate to prepare a more extensive media packet of information to update the local media regarding installation restoration issues and activities.

Initial RAB Information Meeting

The initial RAB information meeting should be sponsored by the DoD installation as

who attended the meeting, existing TRC members and/or to people identified on the installation's community relations mailing list.

Converting a TRC to a RAB

If an installation already has a functioning TRC, it should be converted into a RAB instead of establishing a separate committee. Some of the tasks that need to be done to accomplish the conversion are: adding a community co-chair; increasing community representation; and making all meetings open to the public. The ultimate goal of the RAB is to improve communications among stakeholders and solicit input to be used in the decision process.

As a part of the initial member selection process, the DoD installation, with input from the EPA, as appropriate, and the state, should evaluate diversity of the current membership of the TRC. DoD membership should consist of 1 to 2 members. As a general rule, TRC members should be given preference for a seat on the RAB to preserve continuity and the "institutional history" of the restoration process. This should be balanced against the preeminent need to form a RAB truly representative of the community's diverse interests.

Formulating the RAB

Ensuring Membership Diversity and Balance

RAB members should be identified by a selection panel, see "Selecting Community Members." The RAB should be comprised of members from the local community and representatives from DoD, the state, and EPA, as appropriate. Community members selected for RAB membership should reflect the diverse interests within the local community. RAB members should live/work in the affected community or be impacted by the restoration program. The following list of potential interests should be considered for representation on the RAB. This list is illustrative and not all inclusive. Each RAB should be developed to reflect the unique mix of interests and concerns within the local community.

- local residents/community members (including minorities and low income)
- local reuse committees
- Technical Assistance Grant (TAG) recipient
- current TRC members
- local government officials/agencies
- business community
- school districts
- installation employees/residents
- local environmental groups/activists
- civic/public interest organizations
- religious community
- other regulatory agencies

implementation of a fully functioning RAB will likely be a busy, challenging period. Although the length of time required to complete the transition to a RAB will vary from installation to installation, most RABs should set a goal to be in full operation within six months from the meeting to initiate RAB formulation. During this period of time the following key activities should be completed to ensure successful development and implementation of the RAB.

Selecting Community Members:

Selection Panel. The installation Commanding Officer (CO) in consultation with the state and EPA, as appropriate, should identify community interests and solicit names of individuals who can represent these interests on the selection panel. Once the selection panel nominees have been provided, the CO in consultation with the state and EPA, as appropriate, should review the selection panel nominations to ensure balance and diversity. If nominations represent the diversity of the community, they will become the selection panel. The panel should establish and announce the following items:

- procedures for nominating community RAB members
- process for reviewing community interest forms
- criteria for selecting community RAB members
- list of RAB nominees

Final Selection: RAB membership selection should be in an open and fair manner using the panel. The panel will evaluate interest forms and develop a nomination list for the CO. The CO, in consultation with the state and EPA, as appropriate, should review the list to ensure that nominees represent the diversity of the community. If the list lacks diversity, the CO will ask the selection panel to provide a revised list. A lack of diversity or balance is the only reason a list can be rejected.

The selection panel may want to contact those who expressed interest but not selected for RAB membership to thank them for their interest and willingness to participate in the RAB. A letter to them should explain selection criteria, why they were not chosen and should encourage them to attend and participate at the RAB meetings as members of the general public. Their interest forms should be kept on file for consideration when future membership openings occur.

Additions to and removals from the RAB can be made at any time the RAB deems necessary. Procedures for additions and resignations should be outlined in the operating procedures.

NOTE: DOD contractor personnel should not be RAB members. However, for community RAB members who have business interests, membership on the RAB should not limit ability to compete for contracts. All information provided the RAB members should also be made available to the general public.

Developing a RAB Mission Statement

Each RAB should develop a mission statement that articulates the overall purpose of the RAB. The statement can be brief. For example, "The RAB mission should be to establish and maintain a forum with all stakeholders for the exchange of information in an open and interactive dialogue concerning the installation's restoration program."

Developing RAB Operating Procedures

The RAB should develop a set of operating procedures. The operating procedures should include policies on attendance, meeting frequency, procedures for removing, replacing co-chairs and replacing/adding other members, membership and co-chair length of service, methods for resolving member disputes, process for reviewing and responding to public comments, and procedures for public participation.

Training for RAB Community Members

Once selected, RAB members may need some initial orientation to enable them to perform their duties. The DoD installation should work with the state, EPA and environmental groups to develop methods to quickly inform and educate the RAB members to promote the rapid formation of a fully functioning RAB. This may be accomplished at initial RAB meetings or at special orientation sessions and may include the following:

- formal training sessions
- workshops
- informal briefings
- briefing booklets, past fact sheets, maps
- site tours

Technical support staff from state, federal, and local agencies that have involvement with restoration and reuse issues may be asked to attend RAB meetings to provide information in their areas of expertise and will be available to provide information and explanation to RAB members.

Providing Administrative Support to the RAB

The DoD installation needs to ensure that adequate administrative support is made available to establish and operate the RAB. It is especially important to provide for ongoing administrative support for closing or closed installations. Administrative support will usually include the following:

- meeting facilities
- preparation of meeting minutes and other routine word processing tasks
- copying/printing of RAB documents, notices, fact sheets

meeting attendance. Representatives from the DoD, environmental regulatory agencies, and the community should attend all RAB meetings. This will aid in the operation of the RAB as a team.

If after selection, a RAB member is unable to fully participate, the RAB, using pre-established rules, should ask the member to submit his/her resignation in writing to either of the RAB co-chairpersons. Procedures for replacing/adding members should be decided by the RAB.

Conducting the Meeting

Each meeting should have a purpose and an agenda. Because these meetings are open to the public, a translator should be provided where a large portion of the community is non-English speaking or hearing impaired. If the RAB deems that an outside facilitator is necessary, arrangements should be made accordingly.

Nature of Discussions

DOD will consider all advice provided by the RAB whether consensus in nature or provided on an individual basis, including advice given that represents the minority view of members. However, because DOD does not intend for Federal Advisory Committee Act (FACA) requirements to apply to RABs, consensus is not a prerequisite for RAB recommendations. Each individual should provide advice as an individual, not as a group. At the same time, while consensus is not required or asked of the board members, in the natural course of discussions consensus may evolve.

Format

The meeting format of the RAB will vary. The format will be dictated by the needs of the RAB. Generally, a basic format should include:

- review of "old" business
- presentation or update by project technical staff and RAB member discussions
- question/answer/input/discussion period for non-RAB community participants
- list of action items for the RAB members
- discussion of the next meeting's agenda

Meeting Minutes

The RAB should prepare meeting minutes summarizing the topics discussed at RAB meetings. The minutes should be concise summaries of RAB meetings rather than verbatim transcripts to facilitate effective communication with the local communities. Before copies of the meeting minutes are distributed to existing members of the RAB and made available for public review, the co-chairs should review and approve them. These minutes should be

Addressing Non-restoration Issues

Because RABs provides a direct channel for communication to the installation, community members may raise some non-restoration issues during RAB discussions. Although these issues may not be appropriate for discussion within the context of the RAB, DOD should be responsive to these concerns by referring them to the appropriate offices at the installation or to alternative forums more appropriate for the issue (i.e., at closing installations, non-restoration issues should be referred to the local Reuse Committee, the Base Transition Coordinator, or the BRAC Cleanup Team).

IV. ROLES AND RESPONSIBILITIES

Department of Defense Installation Co-Chair

1. The DoD installation co-chair should coordinate with the community co-chair to prepare and distribute an agenda prior to each RAB meeting. If the RAB will address restoration related to base closure activities, the DoD and community co-chair should coordinate with the BRAC Cleanup Team, the Base Transition Coordinator, and the reuse committee.
2. The DoD installation co-chair should ensure that DoD participates in an open and constructive manner.
3. The DoD installation co-chair should attend all meetings and ensure that the RAB has the opportunity to participate in the restoration decision process.
4. The DoD installation co-chair should ensure that community issues and concerns related to restoration are addressed when raised.
5. The DoD installation co-chair should ensure documents distributed to the RAB are also made available to the general public.
6. The DoD installation co-chair with assistance from the RAB should ensure that an accurate list of interested/affected parties is developed and maintained.
7. The DoD installation co-chair should provide relevant policies and guidance documents to the RAB in order to enhance the RAB's operation.
8. The DoD installation co-chair should ensure that adequate administrative support to the RAB is provided.
9. The DoD installation co-chair should refer issues not related to restoration to appropriate installation official for them to address.