

Brackets indicate changes since previous draft

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SRPO IMPLEMENTATION PLAN FOR BRIEFINGS AND
PUBLIC HEARINGS ON DRAFT ENVIRONMENTAL ASSESSMENTS

[November 9, 1984]

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SUMMARY

This plan describes proposed activities associated with the briefings and public hearings on the draft environmental assessments (EAs) for the states of Louisiana, Mississippi, Texas, and Utah, per DOE-HQ guidance of September 14, 1984, and October 4, 1984. It is based on the assumption that the EAs will be sent to the states and the public by DOI-HQ (HQ) on December 20, 1984. Activities are to be generally consistent among the project offices (POs), as approved by HQ. It is also assumed that the December 20, 1984, announcement will list the dates of the hearings.

By December 10, HQ will inform the governors and Congressional delegations of the six states that the EAs will be mailed to the public beginning on December 20 and that notice will appear in the Federal Register that day. The day of the Federal Register notice, copies of the draft EAs will be delivered or mailed by HQ and POs to key Congressional, state, tribal, and local officials, and the public using the appropriate delivery service to ensure prompt receipt. HQ will provide to SRPO a copy of its mailing list for reference and POs will mail additional copies to local leaders. Additional copies will be mailed by POs to individuals who request them.

[In consultation with HQ and state and local contacts, SRPO will schedule interactive briefings (see Part I, page 2) for salt state officials, state legislators, local officials, media representatives, and the public. SRPO will arrange for facilities, coordinate logistics, and prepare materials for review by HQ, keeping in mind the need for consistency among the projects. A schedule of briefing activities is attached.]

SRPO will schedule the hearings (see Part II, page 9) in coordination with HQ and in consultation with state and local contacts. HQ will prepare and publish notice of the hearings in the Federal Register. SRPO will arrange facilities for holding the hearings; make audiovisual arrangements; obtain moderator(s) and panelists; obtain court reporting services; and work with HQ to prepare statements, handouts, audiovisuals, and other materials, again with awareness of program consistency considerations.

After completion of the hearings (Part III, page 16), SRPO will compile hearing testimony and written comments, finalize and distribute official transcripts, summarize comments and prepare and distribute a comment/response document, distribute final EAs, and maintain the official hearing records, including a notebook that documents all public interactions.

PART I--ENVIRONMENTAL ASSESSMENT BRIEFINGS

Purpose

[Briefings will be held in communities near potential sites to explain the EA format, help participants determine how to track issues of concern and prepare comments, describe the public review process for the EAs, and answer questions. These briefings, designed to encourage interaction, will be held for state and local officials, media representatives, and the public, in consultation with state contacts and local leaders. The following sections discuss details of the briefings and arrangements.]

Consult With States

SRPO will send draft copies of this plan to state contacts for initial review by October 29, 1984. Following review and final approval (by November 5, 1984) of this implementation plan by HQ, SRPO will send final copies to the state contacts at least four weeks prior to the release of the EAs (by November 10, 1984). Their comments will be requested within one week and will be considered, within the need for program-wide consistency, in finalizing plans for the briefings.

Format

[The briefing will begin with a general session (30 minutes) during which the HQ and PO representatives will provide background about the program and the EA process, describe the purpose and format of the briefing, review the EA chapters, and briefly describe their purposes. The DOE representatives will respond to general questions during a short Q and A session (10 minutes).]

Care will be taken to provide answers consistent with EA content or conclusions. If more than 25 people attend a briefing, the group, at the discretion of SRPO, can be divided into roundtable groups of equal numbers (not more than 15 per group) to encourage interactive discussions of topics of concern to attendees in an atmosphere of communication and participation. The HQ and lead SRPO representatives can circulate among the small groups to assist in answering program or policy questions.

Individual topical tables will focus on technical issues (e.g., environment, transportation), as well as the EAs, using the briefing book (see attached sample table of contents) to discuss the EA process. The focus of the EA discussion will be: (1) how to locate data relative to a specific topic in the EA, (2) where to find the assessment of impacts of site characterization and repository construction and operation, (3) how to review the evaluation of site data relative to the siting guidelines, and (4) how to access applicable references. This process will be reinforced by tracing how to find information about sample issues of concern, specific to each state, in Chapters 3, 4, 5, and 6.

The briefing will explain when, where, and how the public hearings will be conducted. Participants will be encouraged to ask questions about the process and how to review and comment on the EA.

Components of the briefing, length of time spent on each topic, and level of detail in tracking issues can vary depending on the audience. It is anticipated, for example, that local officials may only be interested in a 10-minute discussion of what is going to happen at the briefings for the public; they can then attend the public briefing if they desire more details. One state may not want any type of briefing in the state capital, while another may want an all day workshop. A sense of this will be obtained when SRPO consults with state and local contacts to schedule each briefing.

Media briefings will be in the form reporters are accustomed to--news conference style. Either the HQ or SRPO representative will open the conference with a short (5-10 minute) statement explaining why the briefings are being held and their format, and then open the session for questions. Copies of the draft EA briefing package will be distributed and individual interviews arranged at the request of the media, depending upon availability of HQ and SRPO representatives.

Recording the Briefings

Arrangements will be made to record the briefings on audio tape. General sessions and question and answer sessions will be taped, as well as the individual roundtable or topical sessions. Taping will be accomplished by qualified technicians, who will certify as to the completeness and accuracy of the audiotapes. Tapes will be stored for further reference and can be copied or transcribed if needed or requested.

Briefing Teams

Briefing teams will be composed of one HQ representative, plus an adequate number of SRPO staff to conduct the roundtable portion of the briefing. The number of SRPO participants will depend upon the anticipated number of attendees (see "Format" on page 2). Two briefing teams will be required to conduct all the briefings in the four salt states within the two-week period specified. Team A will conduct the Utah and Texas briefings; Team B will conduct the Mississippi and Louisiana briefings (see schedule on page 6). The roles of HQ and SRPO staff are described in the "Format" section on page 2. Either the HQ representative or the lead SRPO staff person on the team can take the lead at the briefings, depending upon the audience, existing relationships or pattern, and preference of team members. Logistical support will be provided by contractor staff.

Briefing Training Session

Three weeks before the release of the EAs (December 4-5, 1984), DOE-HQ will hold a training session for all HQ, project office, and contractor support staff who will be attending the briefings to assure that everyone is aware of the purpose and focus of the briefings and is familiar with the EAs and briefing materials. A dry run for each team will be conducted using the briefing package (see "Handouts" on page 9) for each state.

SCHEDULE FOR ENVIRONMENTAL ASSESSMENT BRIEFINGS

Activity/Responsibility	10/84	11/84	12/84	1/85	2/85	3/85
Submit implementation plan to HQ for final approval and to salt states for initial comments (SRPO) 10/29/84	▲					
Approve project implementation plan (HQ) 11/5/84		▲				
* review mailing list to determine EA recipients 11/9/84		▲				
Consult with state contacts on times, locations for briefings (SRPO) 11/9/84		▲				
* begin making logistical arrangements for briefings (SRPO) 11/13/84		▲				
* recommend moderators and panelists for hearings 11/15/84		▲				
Review plans for briefings and hearings with states, receive final comments (bimonthly meeting) (SRPO) 11/16/84		▲				
* submit briefing books, public notice, news release to DOE for approval 11/19/84		▲				
Approve all printed materials for briefings (HQ) 12/3/84			▲			
* submit hearing news release, public notice (SRPO) 12/4/84			▲			
Conduct briefing team training sessions (HQ) 12/4-5/84			▲			
Inform governors, Congressional delegations of EA mailing date (HQ) 12/10/84			▲			
Mail news release, public notices about EA briefings (HQ approval/SRPO production) 12/10/84			▲			
Provide EA mailing list to SRPO to avoid EA mailing duplication (HQ) 12/10/84			▲			
Deliver EAs to Congressional delegations, governors 12/19/84			▲			
Print notice on EA in Federal Register; mail EAs and copies of notice to all lists; provide supply (200) to each PO (HQ/SRPO) 12/20/84			▲			
EA public comment period (90 days) begins 12/20/84			▲			
Designate presiding officer for each hearing (HQ) 1/5/85				▲		
Submit brochures to HQ for approval (SRPO) 1/7/85				▲		
Designate phone number and contact person to schedule commenters (SRPO) 1/15/85				▲		
Send follow-up notice on hearings with details on scheduling comment time (SRPO) 1/15/85				▲		
Prepare remarks for presiding officer, moderator (HQ with PO input) 1/15/85				▲		
Select moderator(s), panelists; obtain HQ concurrence (SRPO) 1/15/85				▲		
Hearing brochure approved for printing (HQ/SRPO) 1/15/85				▲		
Finalize court reporting services (SRPO) 1/15/85				▲		
Conduct EA briefings in salt states (SRPO) 1/16/85 through 1/25/85				▲		
Conduct hearings team training session (HQ) 1/28/85				▲		
Further publicize dates, times, locations of hearings (SRPO) 2/4 to 2/15/85					▲	
Prepare schedule of commenters, finalize all logistics (SRPO) 2/11/85					▲	
Conduct hearings (HQ/SRPO) 2/18 to 2/28/85					▲	
Transcripts from hearings to EA teams (SRPO) 2/25 to 3/7/85					▲	
EA public comment period closes 3/20/85						▲
Final written comments submitted to EA teams (SRPO) 3/20 to 3/31/85						▲

* In Progress

Possible Audiences

Briefings will be held for various state and local audiences. Briefings in state capitals will be planned in consultation with state contacts and include state officials, legislators, and agency representatives. Local briefings will be held for local officials, media representatives, and the interested public in communities near potential sites. Such briefings will be worked into the schedule for each state, as appropriate (see "Local Briefings", page 6). The groups for which briefings will be provided, the level of detail to which the briefings will go, and the length of the briefings will vary depending on audience interest and size. For example, a briefing for state agency heads in a state capital may require six hours, while a briefing for media representatives, pressed by deadlines, may take only 30 or 45 minutes. The audience and timing will be determined by SRPO in consultation with state and local officials. The briefing package is designed in components to allow flexibility for use in short or detailed briefings.

Notice of Briefings

On the day the EAs are released to the public (December 20, 1984), copies will be hand-delivered by HQ representatives to the Congressional offices of interested senators and congressmen in Washington, D.C., and by SRPO representatives to governors of affected states or their staffs. A brief explanation of the report will be provided and each person will be advised that detailed briefings will be held in mid-January 1985.

Notices, news releases, and final briefing packages will be submitted to HQ for review and approval. State and local officials, media representatives, and the public will be informed of the purpose, dates, times, and sites of the briefings through public notices and news releases mailed by SRPO using current mailing lists. News releases and notices of briefings on the EAs will be mailed by SRPO no later than two weeks prior to the first briefing (by December 10, 1984), and will include an EA executive summary provided by HQ.

Dates, Times, and Sites

Briefings will be held in mid to late January, 1985 after release of the EAs. The following schedules represent optimization of time and facilities; the schedule compactness may not be realistic when actual sites and times are finalized.

State Capital Briefings. If, in consultation with state contacts, briefings were scheduled in state capitals, they would be tailored to the audience (i.e., governor's staff, agency heads, legislators/staff). They would be held in a public facility that could accommodate the combined general discussion and roundtable format (see "Format," page 2). This could be a public facility, such as the auditorium of a state office, university conference room, or hotel meeting room. The dates of the state capital briefings would be decided with input from state contacts, as would the hours of the briefings. For example, briefings for state agency people could be held on a Saturday from 9 a.m. until 4 p.m. or on a weekday evening from 5 p.m. until 9 p.m.

Local Briefings. In consultation with local officials and contacts, briefings will be scheduled in the same communities where the hearings will be held. The following typical schedule, incorporating assumed capital briefings, could* be followed:

	<u>Date/Time</u>	<u>Location</u>
TEAM A UTAH	[<u>Wednesday, January 16</u> 11 a.m.-noon, Governor's staff]	State Capitol, Salt Lake City, Utah
	2-3 p.m., Legislative leaders	State Capitol, Salt Lake City, Utah
	3-4 p.m., Media representatives	Meeting Room, Salt Lake City, Utah

* Subject to consultation with state and local officials and space availability; schedule requires sensitivity to local activities, i.e., Monday in Utah being family day, Wednesday in Texas being church night.

TEAM A
UTAH
(Continued)

<u>Date/Time</u>	<u>Location</u>
5-9 p.m., State agencies	Meeting Room, Salt Lake City, Utah
--THURSDAY/TRAVEL TO SOUTHEASTERN UTAH--	
[<u>Friday, January 18</u>]	
11 a.m.-noon, Local/County officials	City Hall/Courthouse, Monticello, Utah
2-3 p.m., Media representatives	Meeting Room, Monticello, Utah
6:30-9 p.m., Public	High School, Monticello, Utah
[<u>Saturday, January 19</u>]	
11 a.m.-noon, Local/County officials	City Hall/Courthouse, Moab, Utah
2-3 p.m., Media representatives	Information Office, Moab, Utah
6:30-9 p.m., Public	Middle School, Moab, Utah
[<u>Tuesday, January 22</u>]	
11 a.m.-noon, Governor's staff	State Capitol, Austin, Texas
2-3 p.m., Legislative leaders	State Capitol, Austin, Texas
3-4 p.m., Media representatives	Meeting Room, Austin, Texas
5-9 p.m., State agencies	Meeting Room, Austin, Texas
--WEDNESDAY/TRAVEL TO PANHANDLE--	
[<u>Thursday, January 24</u>]	
11 a.m.-noon, Local/County officials	City Hall/Courthouse, Tulia, Texas
2-3 p.m., Media representatives	Meeting Room, Tulia, Texas
6:30-9 p.m., Public	High School, Tulia, Texas

TEAM A
TEXAS

	<u>Date/Time</u>	<u>Location</u>
TEAM A TEXAS (Continued)	<u>[Friday, January 25]</u>	
	11 a.m.-noon, Local/County officials	City Hall/Courthouse, Hereford, Texas
	2-3 p.m., Media representatives	Meeting Room, Hereford, Texas
	6:30-9 p.m., Public	High School, Hereford, Texas
TEAM B MISSISSIPPI	<u>[Wednesday, January 16]</u>	
	11 a.m.-noon, Governor's staff	State Capitol, Jackson Mississippi
	2-3 p.m., Legislative leaders	State Capitol, Jackson Mississippi
	3-4 p.m., Media representatives	Meeting Room, Jackson, Mississippi
	5-9 p.m., State agencies	Meeting Room, Jackson, Mississippi
	<u>[Thursday, January 17]</u>	
	1-2 p.m., Local/County officials	Courthouse/City Hall, New Augusta/Richton, Mississippi
	4-5 p.m., Media representatives	Information Office, Richton, Mississippi
	6:30-9 p.m., Public	High School, Richton, Mississippi
	<u>[Friday, January 18]</u>	
	2-3 p.m., Media representatives	Meeting Room, Biloxi, Mississippi
	6:30-9 p.m., Public	Meeting Room, Biloxi Mississippi
TEAM B LOUISIANA	<u>[Tuesday, January 22]</u>	
	11 a.m.-noon, Governor's staff	State Capitol, Baton Rouge, Louisiana
	2-3 p.m., Legislative leaders	State Capitol, Baton Rouge, Louisiana
	3-4 p.m., Media representatives	Meeting Room, Baton Rouge, Louisiana

	<u>Date/Time</u>	<u>Location</u>
TEAM B LOUISIANA (Continued)	5-9 p.m., State agencies	Meeting Room, Baton Rouge, Louisiana
	[Wednesday, January 23] 1-2 p.m., Local/County officials	City Hall/Courthouse, Minden, Louisiana
	4-5 p.m., Media representatives	Public Information Office, Minden, Louisiana
	6:30-9 p.m., Public	Civic Center, Minden, Louisiana

Handouts

A briefing package will be prepared by SRPO, with approval of HQ, to support information provided about the draft EAs by HQ and SRPO discussion leaders. The section of the briefing book describing the method of tracking issues will be in workbook format to assist participants in following the discussion, taking notes, and using for future reference. In addition to the briefing book, copies of the EA executive summary will be available at the briefings.

PART II--ENVIRONMENTAL ASSESSMENT HEARINGS

Purpose

Public hearings will be held in communities near potential sites and in state capitals to receive comments from interested state and local officials and the public on the content of the documents. The following sections provide details about the hearings and arrangements.

Consult with States

SRPO will send a copy of the plan for conducting the hearings to the key state contacts approximately four weeks prior to the publication of a Federal

Register notice announcing the first hearings (by November 16, 1984). Their comments should be considered before SRPO finalizes the hearing plan for the salt states. Comments from the states will be requested by December 10, 1984.

Public Notice

Two public notices will be required. Public notice of the hearings will be placed by HQ in the Federal Register at least 30 days before the public hearings begin (by December 20, 1984). Advance notice of the hearings will be provided and invitations extended by HQ to the four governors. On that day, members of the respective Congressional delegations and governors' offices will be notified via personal visit as EAs are delivered by HQ and SRPO. HQ and SRPO will coordinate mailing (first class) EAs and hearing announcements to those on the public and technical mailing lists at the same time. For example, HQ will mail Congressional, federal agency, and interest group copies, while SRPO will mail (first class) EAs and notices to the designated state contacts, appropriate state legislators, local government officials, and key interest groups. By December 5, 1984, HQ will provide SRPO with a copy of its mailing list so duplications can be avoided. The hearing announcements will indicate the purpose, time, place, and format of the hearings. Names and phone numbers of SRPO contacts for additional information will be included. Approximately 200 EAs and announcements for Louisiana hearings will be mailed by SRPO on December 20, 1984, 200 for Mississippi, 400 for Texas, and 500 for Utah. A second, followup notice will be sent one month ahead of the hearings (by January 15, 1985) by SRPO to provide exact dates, locations, and times of the hearings, and to describe how to schedule comments in advance.

During the two weeks preceding the hearings (February 4-15, 1985), SRPO will further publicize them by placing display posters in local libraries, information offices, and other areas of high visibility within the communities; distributing news releases to those on the media distribution lists; encouraging media interviews with SRPO spokespersons; and arranging public service announcements on radio and television stations in the nearby communities. Legal notices will be placed in the following newspapers during that period:

- Louisiana
 - Monroe News-Star-World
 - Bienville Democrat
 - Ruston Daily Reader
 - Minden Press Herald
 - Shreveport Times
 - Baton Rouge Advocate
 - Baton Rouge State Times
- Texas
 - Vega Enterprise
 - Tulia Herald
 - Hereford Brand
 - Canyon News
 - Austin American
 - Amarillo Globe News
 - Lubbock Avalanche-Journal
 - Plainview Daily Herald
- Mississippi
 - Hattiesburg American
 - Biloxi Daily Herald
 - Jackson Clarion-Ledger
 - Richton Dispatch
 - George County Times
- Utah
 - Salt Lake Tribune and Deseret News
 - San Juan Record
 - Moab Times-Independent
 - Grand Junction Daily Sentinel

Hearing Dates, Locations

Hearings will be conducted on the following or similar dates and times and at locations similar to those indicated. The actual times, dates, and locations will be dependent on input from state and local contacts, other competing community activities, and availability of adequate facilities, as described in the earlier discussion of briefing arrangements. Hearings will be held only one day in each community; persons who cannot attend or be accommodated on that day would have an opportunity to participate at the next day's hearing in a nearby community or submit written comments before the end of the comment period. To complete all hearings in the four salt states within the same period as the other POs, two hearing teams will be required. As indicated below, Team A will travel to Utah and Texas; Team B will conduct hearings in Louisiana and Mississippi. SRPO would prefer, if HQ will concur, that the same team conduct all hearings; more than three weeks will be required.

	<u>Date/Time</u>	<u>Location</u>
TEAM A	February 19, 1985, 4-9 p.m.	Hereford High School Hereford, Texas
	February 20, 1985, 4-9 p.m.	Tulia High School Tulia, Texas
	February 21, 1985, 2-9 p.m.	*Austin Hilton Inn Austin, Texas
	February 26, 1985, 4-9 p.m.	High School Monticello, Utah
	February 27, 1985, 4-9 p.m.	Helen M. Knight Elementary School Moab, Utah
	February 28, 1985, 2-9 p.m.	*Hotel Utah Salt Lake City, Utah
TEAM B	February 19, 1985, 4-9 p.m.	Civic Center Auditorium Minden, Louisiana
	February 20, 1985, 2-9 p.m.	*Royale Rouge Hotel Baton Rouge, Louisiana
	February 26, 1985, 4-9 p.m.	Perry County High School Richton, Mississippi
	February 27, 1985, 4-9 p.m.	Gulf Coast Community College Auditorium, Gulfport, Mississippi
	February 28, 1985, 2-9 p.m.	*Holiday Inn Jackson, Mississippi

If the number of commenters exceeds the number who can reasonably be accommodated during the specified time of the hearing, the presiding officer (HQ representative) can decide to extend the hours of the hearing or schedule a second hearing at the same location at a future date. The second hearing could be held a week or two weeks later as long as it is held within the comment period. Those scheduled to comment at the original hearing but not able to be accommodated would be given preference in the second hearing.

* Hearings will be held in state capitals if the states are in agreement (see "Consult With States" above).

Public Comments

At least one month in advance of the hearing date (by January 15, 1985), as a followup public notice of the hearing, public officials, interest groups, and members of the general public will be given final dates, times, and locations of hearings and asked to call or submit written requests to present oral comments at the hearings.

Calls or written requests will be addressed to the designated hearing official at SRPO. Those calling or submitting written requests will be given priority on times on the hearing agenda. An onsite sign-up sheet will be at a staffed table at each hearing location for people who are interested in addressing the panel, but failed to call or submit a written request in advance. Contractor staff will be at the table to aid registration and coordinate with SRPO and the moderator to ensure that commenters are called upon in the scheduled order.

Members of Congress or their representatives; the governor or his designee; and representatives of the state legislature, affected tribes, and affected local government officials will be given the opportunity to make statements before the panel at their convenience. Other local government officials will be given requested time slots at each hearing. Citizens' groups can bracket members' comments, at no more than the maximum time per person, if they desire. All other requests to present comments will be honored on a first-come, first-served basis as time permits. Hearings will be scheduled from mid-afternoon to evening, i.e., 2:00 p.m. to 9:00 p.m., as determined by SRPO in consultation with state and local officials.

Each commenter will be advised in public notices and by the moderator that there will be a time limit of five to ten minutes in which to offer comments to the hearing panel. The time limit will be announced in remarks by the moderator and will depend on the number of commenters at specific hearings. The moderator will request that commenters summarize their remarks whenever it appears the time limit is likely to be exceeded. The time allotted may be used to make a statement for the record, but not to ask questions of the hearing panel, except for the purpose of clarification of issues or comments. The moderator shall enforce the time limit. Commenters with detailed remarks will be encouraged to submit them in writing and to limit their oral presentations to summaries of their comments for the record.

Presiding Officer, Moderator, and Panel

The presiding officer for each hearing will be a senior DOE-HQ official.* A nonfederal, nonpartisan moderator who is familiar with the OCRWM program will be selected by SRPO to conduct the hearings, with concurrence of HQ. Three other hearing panelists will be selected by SRPO, with HQ concurrence, and will include three of the following: the DOE presiding officer, plus one nonfederal person who is familiar with the program (e.g., a PRC member), a representative from a technical group (e.g., USGS, EPA, NRC), or a state or community leader. The function of the presiding officer is to represent the national program, present the opening remarks, attentively listen to comments and issues raised, assure that the hearing is properly conducted, and serve as a member of the panel. The purpose of the moderator is to state the hearing procedures at the beginning and periodically during the session, assure that commenters have an opportunity to enter their comments into the record, enlist the aid of the panel to assist a commenter in targeting comments as appropriate, maintain the schedule to accommodate as many commenters as possible, and assist in consideration of problems that may arise that are not covered in the hearing procedures. These selections will be made to HQ by January 5, 1985. The panel members will help hearing participants target their remarks and clarify issues, but will not answer general questions about the program. The panel may also ask questions of the hearing participants as appropriate to assist in understanding the issues. One member of the panel will be designated to prepare a report summarizing public comments; it will be appended to the official hearing transcript.

Hearing Training Session

Three weeks before the start of hearings (by January 28, 1985), HQ and POs will hold a training session for all HQ, project office, and contractor support staffs who will be assisting in the hearings, as well as moderators

* HQ should designate by January 4 who will make this presentation at each hearing so that SRPO can assist in preparation and review of his/her remarks and those of the moderator.

and panelists. The purpose of the session will be to review the format and procedures for the hearings and to formalize the roles of each group.

Arrangements

Logistical arrangements for the hearings will be coordinated by SRPO (see "Hearing Dates, Locations" page 11). Only designated DOE staff moderators and panelists will participate in the hearings. Contractor support staff will assist with development of news releases, notices and handouts, as well as at registration tables and with meeting logistics.

Program

A 15-minute introduction (prepared by HQ) about the EAs and the manner in which DOE will consider comments will be presented by the DOE presiding officer at each hearing. HQ should designate by January 5, 1985, who will make this presentation at each hearing, so SRPO can coordinate preparation and review of his/her presentation. Administrative details and the format for the hearing will be announced by the moderator at the start of each hearing and after appropriate breaks in the schedule, if any. The remarks of the moderator will be prepared by HQ with PO input.

Handouts

A brochure on the salt site selection process and specific studies in each state will be developed by SRPO for the hearings. The brochures will also contain the opening remarks of the presiding officer and hearing procedures. The brochures will be submitted to HQ for review at least four weeks prior to the hearings (January 7, 1985). In addition, more extensive summaries of the EAs may be developed and provided by HQ for the hearings. (If summaries will not be provided by HQ, HQ will advise SRPO at least 60 days before the hearings so that SRPO can provide salt-specific summaries for the hearings.)

Transcription of the Hearings

SRPO will arrange for a court reporting service to transcribe each hearing. Arrangements will be made to expedite transcription services to ensure the timely receipt (within one week after each hearing) of the transcripts by the EA drafting teams. SRPO will arrange for copies of the transcripts to be in public libraries, information offices, and DOE public document rooms. Individual copies of the transcripts will be available to the public through purchase directly from the court reporting service.

News Releases

HQ must approve all news releases concerning the EA hearings. SRPO will provide copies of all EA-related news releases in advance to HQ via the normal release review process. Media representatives will also be provided with copies of public notices. Requests for individual interviews will be coordinated with HQ by SRPO. Further guidance concerning EA media activity will be provided by HQ to SRPO.

PART III--POST-HEARING ENVIRONMENTAL ASSESSMENT ACTIVITIES

As was done following the scoping hearings in April-May, 1983, in the salt states, activities after completion of the hearings will be closely coordinated by SRPO to ensure that proper comment analysis and response can be accomplished by EA drafting teams. This will include the following:

Transcripts and Distribution

Initial copies of the transcripts will be made available to the EA drafting teams within seven working days after each hearing. Input into the computer of comments will be via magnetic tape or disk so that comments can be coded, cross-referenced, and easily accessed. All written comments received at the hearings and by mail will be bound into the back of the official transcripts and copies will be routed to the EA drafting teams. The panel summary report will also be bound with the transcript. Copies of transcripts will

then be printed. When all transcripts are available, copies will be sent to state contacts, public libraries and information offices in communities near potential sites, and DOE public document rooms.

Comment Categorization and Analysis

Comments will be analyzed and categorized by the SRPO's EA drafting teams. A comment summary report (similar to ONWI-505) will be prepared for use by DOE, the states, and the public.

Comment/Response Document

A comment/response document will be prepared by SRPO's EA drafting teams. HQ will provide further guidance concerning format, scope of the document, planned release data, and whether it should be appended to the final EAs.

Distribution of the Final EAs and Comment/Response Document

HQ will provide guidance to SRPO concerning distribution of the final EAs and comment/response document. The comment/response document should be a separate document released with or after the EAs so that production of the comment/response document does not affect timely delivery of the final EAs. The comment/response document will be sent to those on the public information lists, hearing commenters, and state and local officials.

Notification

News releases and public notices will be distributed at appropriate times to inform people of plans for distribution and availability of transcripts, EAs, and comment/response document. SRPO will send all such notices and releases to HQ for approval before distribution.

File Notebook

A notebook will be prepared to document activities. It will contain samples of all formal letters to the states, public announcements, news releases, advertisements, public service announcements, handouts provided at the hearings, opening statements, and the panel's report. Copies of the notebook will be provided to HQ.

SAMPLE TABLE OF CONTENTS

I. Purpose of Briefing Book

II. Background

- Nuclear Waste Policy Act
- Activities Leading to a Repository
- Repository Siting Guidelines
- Draft Environmental Assessment (EA)
- EA Public Process
- NWPA EA Compared to NEPA EA

III. Document Organization

- Draft EA Preparation
- Draft EA Summary

IV. Issue Tracking

- The Ogallala Aquifer
- Salt Management
- Agriculture
- Transportation
- Radiologic Effects/Emissions
- Reference Summary

} Texas model

V. Public Comment Process

- Public Comment Schedule
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