

New York State Department of Environmental Conservation

Brownfield Cleanup Program

Citizen Participation Plan for 300 Commerce Drive

300 Commerce Drive
City of Rochester, Town of Henrietta
Monroe County, New York

October 2009

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Note: *The information presented in this Citizen Participation Plan was current as of the date of its approval by the New York State Department of Environmental Conservation. Portions of this Citizen Participation Plan may be revised during the brownfield site's remedial process.*

Applicant: **Yaro Enterprises, Inc. (“Applicant”)**
Site Name: **300 Commerce Drive (“site”)**
Site Address: **300 Commerce Drive, Rochester, New York**
Site County: **Monroe County**
Site Number: **C828158**

1. What is New York’s Brownfield Cleanup Program?

New York’s Brownfield Cleanup Program (BCP) is designed to encourage the private sector to investigate, remediate (clean up) and redevelop brownfields. A brownfield is any real property where redevelopment or reuse may be complicated by the presence or potential presence of a contaminant. A brownfield typically is a former industrial or commercial property where operations may have resulted in environmental contamination. A brownfield can pose environmental, legal and financial burdens on a community. If the brownfield is not addressed, it can reduce property values in the area and affect economic development of nearby properties.

The BCP is administered by the New York State Department of Environmental Conservation (NYSDEC) which oversees Applicants that conduct brownfield site remedial activities.¹ An Applicant is a person whose request to participate in the BCP has been accepted by NYSDEC. The BCP contains investigation and remediation (cleanup) requirements, ensuring that cleanups protect public health and the environment. When NYSDEC certifies that these requirements have been met, the property can be reused or redeveloped for the intended use.

For more information about the BCP, go online at: www.dec.state.ny.us/website/der/bcp .

2. Citizen Participation Plan Overview

This Citizen Participation (CP) Plan provides members of the affected and interested public with information about how NYSDEC will inform and involve them during the investigation and remediation of the site identified above. The public information and involvement program will be carried out with assistance, as appropriate, from the Applicant.

Appendix A contains a map identifying the location of the site.

¹ “Remedial activities”, “remedial action”, and “remediation” are defined as all activities or actions undertaken to eliminate, remove, treat, abate, control, manage, or monitor contaminants at or coming from a brownfield site.

Project Contacts

Appendix B identifies NYSDEC project contact(s) to whom the public should address questions or request information about the site's remedial program. The public's suggestions about this CP Plan and the CP program for the site are always welcome. Interested people are encouraged to share their ideas and suggestions with the project contacts at any time.

Document Repositories

The locations of the site's document repositories also are identified in Appendix B. The document repositories provide convenient access to important project documents for public review and comment.

Site Contact List

Appendix C contains the brownfield site contact list. This list has been developed to keep the community informed about, and involved in, the site's investigation and remediation process. The brownfield site contact list will be used periodically to distribute fact sheets that provide updates about the status of the project. These will include notifications of upcoming remedial activities at the site (such as fieldwork), as well as availability of project documents and announcements about public comment periods.

The brownfield site contact list includes, at a minimum:

- Chief executive officer and official(s) principally involved with relevant zoning and planning matters of each county, city, town and village in which the site is located;
- Residents, owners, and occupants of the site and properties adjacent to the site;
- The public water supplier which services the area in which the site is located;
- Any person who has requested to be placed on the site contact list;
- The administrator of any school or day care facility located on or near the site for purposes of posting and/or dissemination of information at the facility;
- Document repositories.

Where the site or adjacent real property contains multiple dwelling units, the Applicant will work with NYSDEC to develop an alternative method for providing such notice in lieu of mailing to each individual. For example, the owner of such a property that contains multiple dwellings may be requested to prominently display fact sheets and notices required to be developed during the site's remedial process. This procedure would substitute for the mailing of such notices and fact sheets, especially at locations where renters, tenants and other residents may number in the hundreds or thousands, making the mailing of such notices impractical.

The brownfield site contact list will be reviewed periodically and updated as appropriate. Individuals and organizations will be added to the site contact list upon request. Such requests should be submitted to the NYSDEC project contact(s) identified in Appendix B. Other additions to the brownfield site contact list may be made on a site-specific basis at the discretion of the NYSDEC project manager, in consultation with other NYSDEC staff as appropriate.

CP Activities

Appendix D identifies the CP activities, at a minimum, that have been and will be conducted during the site's remedial program. The flowchart in Appendix E shows how these CP activities integrate with the site remedial process. The public is informed about these CP activities through fact sheets and notices developed at significant points in the site's remedial process.

- Notices and fact sheets help the interested and affected public to understand contamination issues related to a brownfield site, and the nature and progress of efforts to investigate and remediate a brownfield site.
- Public forums, comment periods and contact with project managers provide opportunities for the public to contribute information, opinions and perspectives that have potential to influence decisions about a brownfield site's investigation and remediation.

The public is encouraged to contact project staff at any time during the site's remedial process with questions, comments, or requests for information about the remedial program.

This CP Plan may be revised due to changes in major issues of public concern identified in Section 6. or in the nature and scope of remedial activities. Modifications may include additions to the brownfield site contact list and changes in planned citizen participation activities.

3. Site Information

Site Description

The Site is a 2.7-acre parcel located in a suburban area zoned for industrial use. The property contains a commercial/light industrial facility approximately 18,700 sq. ft. in size and is a two-story, brick-faced, slab-on-grade building, constructed in 1967 (with an addition constructed in 1990). The facility is currently occupied by a tenant which operates a small photo developing operation. See Appendix D, Figures 1 and 2 for a Site Location Map and Site Plan.

The Site is bordered by the following properties:

- | | |
|------------|---|
| North: | Consolidated Freightways (Trucking Company) at 15 Transport Drive |
| Northeast: | Consolidated Freightways (Trucking Company) at 15 Transport Drive |

Northwest: Commerce Drive and railroad tracks beyond
South: Miller Metal Fabricating, Sandblast Service, and Ron Nannini Auto Service, at 315 Commerce Drive; and Upstate Screen Printing, Rochester Custom Cycle (Motorcycle Dealers), Exact Machining & Manufacturing Inc (Machine Shop), C T H Outdoor Enterprise Incorporated, Kaplan & Schmidt Electric, Op-Tech Environmental Services, MJ Mechanical Services, and Heritage-Crystal Clean LLC (Environmental Services) at 305 Commerce Drive
Southeast: Undeveloped land
Southwest: CSX Railroad Tracks
East: Carquest Auto Parts and Signature Nameplate Company at 290 Commerce Drive
West: Commerce Drive and railroad tracks beyond

Site History

Based on the historic information the Site was first developed in 1967. Historical occupants or owners of the Site have included light industrial operations such as commercial printing, computer service, and distribution.

Environmental History

- *Phase I Environmental Site Assessment*, prepared in support of property refinancing by LaBella Associates, P.C. for The Ukrainian Federal Credit Union, February 2008.
 - This investigation indicated the potential presence of a petroleum underground storage tank (UST) on the Site, and potential impact to the Site subsurface conditions from an offsite petroleum UST on an adjacent property. Based on these results subsurface soil investigations were performed by the property owner.
- *DRAFT Limited Phase II Environmental Site Assessment*, prepared by LaBella Associates, P.C. for The Ukrainian Federal Credit Union, June 2008.

Based on prior investigation results, the following potential environmental concerns have been identified in the Remedial Investigation Work Plan:

- Evidence of impairment was observed in soil collected. The solvent-related volatile organic compounds (VOCs) trichloroethene (TCE) and tetrachloroethene (PCE) were reported at elevated concentrations.
- Two semi volatile organic compounds (SVOCs), benzo(a)anthracene and benzo(a)pyrene were detected at elevated concentrations.

- Cis-1,2-dichloroethene, TCE and Vinyl Chloride were reported at elevated concentrations in groundwater samples collected from three installed monitoring wells.

Note: Site-specific groundwater flow direction was not determined as part of the investigation activities.

- The SVOCs benzo(a)anthracene, benzo(a)pyrene, and chrysene were found at elevated concentrations.
- A Soil Vapor Intrusion Assessment detected several VOCs in the sub-slab soil gas and the indoor air.

4. Remedial Process

Note: See Appendix E for a flowchart of the brownfield site remedial process.

Application

The Applicant has applied for and been accepted into New York's Brownfield Cleanup Program as a Volunteer. This means that the Applicant was not responsible for the disposal or discharge of the contaminants or whose ownership or operation of the Site took place after the discharge or disposal of contaminants.

The Applicant in its Application proposes that the Site will be used for light industrial purposes.

To achieve this goal, the Applicant will conduct remedial activities at the Site with oversight provided by NYSDEC. The Applicant and NYSDEC have signed a Brownfield Cleanup Agreement that sets forth the responsibilities of each party in conducting a remedial program at the Site.

Investigation

If the Applicant conducts a remedial investigation (RI) of the site, it will be performed with NYSDEC oversight. The Applicant must develop a remedial investigation workplan, which is subject to public comment as noted in Appendix D. The goals of the investigation are as follows:

- 1) Define the nature and extent of contamination in soil, surface water, groundwater and any other impacted media;
- 2) Identify the source(s) of the contamination;

- 3) Assess the impact of the contamination on public health and/or the environment; and
- 4) Provide information to support the development of a Remedial Work Plan to address the contamination, or to support a conclusion that the contamination does not need to be addressed.

The Applicant will prepare an RI Report after it completes the RI. This report will summarize the results of the RI and will include the Applicant's recommendation of whether remediation is needed to address site-related contamination. The RI Report is subject to review and approval by NYSDEC. Before the RI Report is approved, a fact sheet that describes the RI Report will be sent to the site's contact list.

NYSDEC will determine if the site poses a significant threat to public health and/or the environment. If NYSDEC determines that the site is a "significant threat," a qualifying community group may apply for a Technical Assistance Grant (TAG). The purpose of a TAG is to provide funds to the qualifying community group to obtain independent technical assistance. This assistance helps the TAG recipient to interpret and understand existing environmental information about the nature and extent of contamination related to the site and the development/implementation of a remedy.

An eligible community group must certify that its membership represents the interests of the community affected by the site, and that its members' health, economic well-being or enjoyment of the environment may be affected by a release or threatened release of contamination at the eligible site.

For more information about the TAG Program and the availability of TAGs, go online at: [**www.dec.state.ny.us/website/der/guidance/tag/**](http://www.dec.state.ny.us/website/der/guidance/tag/).

Remedy Selection

After NYSDEC approves the RI Report, the Applicant will be able to develop a Remedial Work Plan if remediation is required. The Remedial Work Plan describes how the Applicant would address the contamination related to the site.

The public will have the opportunity to review and comment on the draft Remedial Work Plan. The site contact list will be sent a fact sheet that describes the draft Remedial Work Plan and announces a 45-day public comment period. NYSDEC will factor this input into its decision to approve, reject or modify the draft Remedial Work Plan.

A public meeting may be held by NYSDEC about the proposed Remedial Work Plan if requested by the affected community and if significant substantive issues are raised about the draft Remedial Work Plan. Please note that, in order to request a public meeting, the health, economic well-being or enjoyment of the environment of those requesting the public meeting must be threatened or potentially threatened by the site. In addition, the request for the public meeting should be made within the first 30 days of the 45-day public comment period for the draft Remedial Work Plan. A public meeting also may be held at the discretion of the NYSDEC project manager in consultation with other NYSDEC staff as appropriate.

Construction

Approval of the Remedial Work Plan by NYSDEC will allow the Applicant to design and construct the alternative selected to remediate the site. The site contact list will receive notification before the start of site remediation. When the Applicant completes remedial activities, it will prepare a final engineering report that certifies that remediation requirements have been achieved or will be achieved within a specific time frame. NYSDEC will review the report to be certain that the remediation is protective of public health and the environment for the intended use of the site. The site contact list will receive a fact sheet that announces the completion of remedial activities and the review of the final engineering report.

Certificate of Completion and Site Management

Once NYSDEC approves the final engineering report, it will issue the Applicant a Certificate of Completion. This Certificate states that remediation goals have been achieved, and relieves the Applicant from future remedial liability, subject to statutory conditions. The Certificate also includes a description of any institutional and engineering controls or monitoring required by the approved remedial work plan. If the Applicant uses institutional controls or engineering controls to achieve remedial objectives, the site contact list will receive a fact sheet that discusses such controls.

An institutional control is a non-physical restriction on use of the brownfield site, such as a deed restriction that would prevent or restrict certain uses of the remediated property. An institutional control may be used when the remedial action leaves some contamination that makes the site suitable for some, but not all uses.

An engineering control is a physical barrier or method to manage contamination, such as a cap or vapor barrier.

Site management will be conducted by the Applicant as required. NYSDEC will provide appropriate oversight. Site management involves the institutional and engineering controls required for the brownfield site. Examples include: operation of a water treatment plant, maintenance of a cap or cover, and monitoring of groundwater quality.

5. Citizen Participation Activities

CP activities that have already occurred and are planned during the investigation and remediation of the site under the BCP are identified in Appendix D: Identification of Citizen Participation Activities. These activities also are identified in the flowchart of the BCP process in Appendix E. NYSDEC will ensure that these CP activities are conducted, with appropriate assistance from the Applicant.

All CP activities are conducted to provide the public with significant information about site findings and planned remedial activities, and some activities announce comment periods and request public input about important draft documents such as the Remedial Work Plan.

All written materials developed for the public will be reviewed and approved by NYSDEC for clarity and accuracy before they are distributed. Notices and fact sheets can be combined at the discretion, and with the approval of NYSDEC.

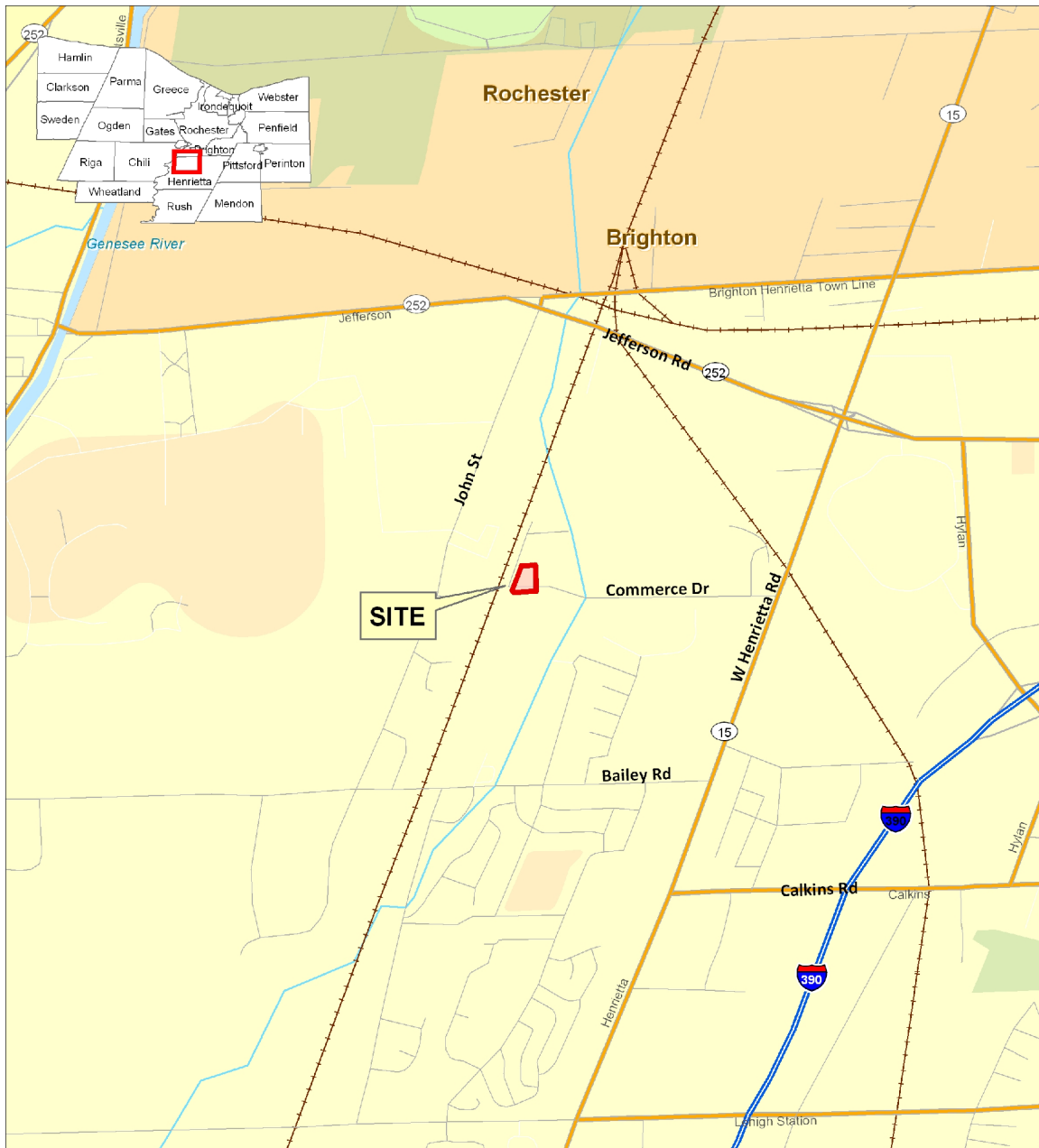
6. Major Issues of Public Concern

This section of the CP Plan identifies major issues of public concern, if any, that relate to the site. Additional major issues of public concern may be identified during the site's remedial process.

At this time no major issues of public concern have been identified.

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Appendix A – Site Location Map



**300 Commerce Drive
Henrietta, New York
BCP #C828158**

LABELLA
Associates, P.C.

300 STATE STREET
ROCHESTER, NY 14614
P: 585.254.1100
F: 585.254.1100
www.labellassoc.com

0 500 1,000 2,000 3,000
Feet



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Appendix B – Project Contacts and Document Repositories

Project Contacts

For information about the site's remedial program, the public may contact any of the following project staff:

Project Contacts

For information about the Site's remedial program, the public may contact the following NYSDEC contacts or project contacts:

Greg MacLean
Project Manager
NYSDEC - Region 8
Division of Environmental Remediation
6274 East Avon-Lima Road
Avon, New York 14414
585-226-5356

Lisa LoMaestro Silvestri
Citizen Participation Specialist
NYSDEC – Region 8
6274 East Avon-Lima Road
Avon, New York 14414
585-226-5326

Site-Related Health Questions:

Melissa Menetti, Public Health Specialist
New York State Department of Health
Bureau of Environmental Exposure Investigation
547 River Street, Room 300
Troy, New York 12180
800-458-1158 ext. 27860

Document Repositories

The document repositories identified below have been established to provide the public with convenient access to important project documents:

Henrietta Public Library
455 Calkins Road
Henrietta, NY 14472
585-334-3401
Hours:
Monday through Thursday: 10am-9pm
Friday: 11am – 6pm
Saturday: 10am – 2pm
Sunday: Closed

NYSDEC Region 8 Office
6274 East Avon-Lima Road
Avon, New York 14414-9519
Attn: Greg MacLean
Phone: 585-226-5356
Hours:
Monday – Friday 8:30 – 4:30
(call for appointment)

Appendix C – Brownfield Site Contact List

1. Site Owner/Occupant:

Site: 300 Commerce Drive, Rochester, New York 14623
 Current Owner: Yaro Enterprises, Inc.
 228 Rosemont Dr.
 Rochester, New York 14617

Current Operator: Excelsus Solutions LLC

2. Agencies/Municipalities/Adjacent Owners

Name	Title	Company	Address
Linda Vera		New York State Department of Conservation	6274 East Avon-Lima Road Avon, New York 14414
Greg MacLean		New York State Department of Conservation	6274 East Avon-Lima Road Avon, New York 14414
Captain Mike Van Durme		New York State Department of Conservation	6274 East Avon-Lima Road Avon, New York 14414
Bart Putzig		New York State Department of Conservation	6274 East Avon-Lima Road Avon, New York 14414
Lisa LoMaestro Silvestri	Citizen Participation Specialist	New York State Department of Conservation	6274 East Avon-Lima Road Avon, New York 14414
Melissa Menetti	Public Health Specialist	New York State Department of Health	Bureau of Environmental Exposure Investigation 547 River Street, Room 300 Troy, New York 12180
Dr. Andrew S. Doniger, M.D.		Monroe County Department of Public Health	111 Westfall Rd., Room 952 P.O. Box 92832 Rochester, NY 14692
Owner or Current Occupant		Excelsus Solutions LLC	300 Commerce Drive Rochester, New York 14623
Owner or Current Occupant		Yaro Enterprises Inc.	228 Rosemont Drive Rochester, New York 14617
Owner or Current Occupant		Fedex Freight	15 Transport Drive Rochester, New York 14623

Name	Title	Company	Address
Owner or Current Occupant		Fedex Freight East, Inc.	2200 Forward Drive Harrison, Arizona 72601
Owner or Current Occupant		Signature Nameplate Company	290 Commerce Drive Rochester, New York 14623-3506
William H. Monell and Harry T. Bain, Jr. or Current Occupant			292 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Exact Machining & Manufacturing Inc.	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Grizzly Graphics Screen	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Heritage-Crystal Clean	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Network Industrial Tire Inc.	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Rochester Custom Cycle	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Romar Mechanical Services	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Trap-Zap Environmental Systems	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Upstate Screen Printing	305 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Commerce Enterprises, Inc.	1385 Empire Blvd. Rochester, New York 14609
Owner or Current Occupant		Brindisi Restorations	315 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Miller Metal Fabricating Inc.	315 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Miller Site Development Inc.	315 Commerce Drive Rochester, New York 14623-3506
Owner or Current Occupant		Ron Nannini Services	315 Commerce Drive Rochester, New York 14623-3506

Name	Title	Company	Address
Owner or Current Occupant		Sandblast Service	315 Commerce Drive Rochester, New York 14623-3506
Thomas G. Bair and Ronald J. Nannini or Current Occupant			315 Commerce Drive Rochester, New York 14623-3506
		CSX Transportation Inc.	500 Water Street Jacksonville, Florida 32202
		Public Utility ROW c/o National Grid	300 Erie Blvd. West Syracuse, New York 13202-4250
Rob Holmes			HydroQual Inc. 1200 Scottsville Road Building C, Suite 120 Rochester, NY 14624
		The Henrietta Post Local Office	349 West Commercial Street Suite 1260 East Rochester, New York 14445
		Monroe County Water Authority	475 Norris Drive Rochester, New York 14610
		Henrietta Public Library	455 Calkins Road Henrietta, New York 14472
Henrietta Fire District			Station 4/Headquarters 850 Bailey Rd. West Henrietta, NY 14586
Maggie Brooks	Monroe County Executive	Monroe County	110 County Office Building 39 W. Main Street Rochester, New York 14614
Robert Steidle	Chairperson, Town Zoning Board	Henrietta Town Hall	475 Calkins Road Henrietta, New York 14467
Ms. Patricia Shaffer	Town Clerk	Town of Henrietta	475 Calkins Road Henrietta, New York 14467
Mr. Michael B. Yudelson	Supervisor	Town of Henrietta	475 Calkins Road Henrietta, New York 14467
Mr. Chris Roth	Fire Marshall	Town of Henrietta	475 Calkins Road Henrietta, New York 14467
Mr. Peter Minotti	Chairman	Town of Henrietta Planning Board	475 Calkins Road Henrietta, New York 14467
Mr. Wayne Zyra	President	Monroe County Legislature	Room 410 County Office Building 39 West Main Street Rochester, New York 14614
Ms. Cheryl Dinolfo	Clerk	Monroe County	101 County Office Building 39 West Main Street Rochester, New York 14614
Ms. Mary Louise Meisenzahl,		Office of Emergency Preparedness	1190 Scottsville Road Suite 200 Rochester, New York 14624

Name	Title	Company	Address
Ms. Judy A. Seil	Director	Monroe County	Department of Planning 8100 CityPlace 50 West Main Street Rochester, New York 14614
Ms. Louise Hartshorn		Monroe County EMC	111 Westfall Road PO Box 92832 Rochester, New York 14692
Mr. Michael Schifano		Monroe County Pure Waters	350 East Henrietta Road Rochester, New York 14620
Mr. Patrick O’Flynn,	Sheriff	Monroe County Sheriff’s Office	236 Hall of Justice Rochester, New York 14614
The Honorable Kirstin E. Gillibrand		United States Senate	531 Dirksen Senate Office Building Washington, DC 20510
The Honorable Charles Schumer		United States Senate	304 Federal Building 100 State Street Rochester, New York 14614
The Honorable Louise M. Slaughter		US House of Representatives	3110 Federal Building 100 State Street Rochester, New York 14614
The Honorable James Alesi		New York State Senate	220 Packett’s Landing PO Box 66081 Fairport, New York 14450
The Honorable Joseph Errigo		NYS Assembly	1945 Ridge Road Rochester, New York 14622

3. Local News Media:

NEWS DIRECTOR WROC – TV 8 201 HUMBOLDT ST. ROCHESTER, NY 14610
ASSIGNMENT DESK YNN NEWS 71 MT. HOPE AVE. ROCHESTER, NY 14620
NEWS DIRECTOR WHEC – TV 10 191 EAST AVE. ROCHESTER, NY 14604
NEWS DIRECTOR WHAM – TV 13 PO BOX 20555 ROCHESTER, NY 14602

NEWS DIRECTOR WXXI – TV 21 280 STATE ST. ROCHESTER, NY 14614
NEWS DIRECTOR WUHF FOX 31 60 EAST AVE. ROCHESTER NY 14604
NEWS DIRECTOR R NEWS CHANNEL 9 71 MT HOPE AVE. ROCHESTER NY 14620
NEWS ASSIGNMENT DESK DEMOCRATE & CHRONICLE 55 EXCHANGE BLVD. ROCHESTER, NY 14614

NEWS EDITOR WOLFE PUBLICATIONS, INC PO BOX C FISHERS NY 14453
NEWS DIRECTOR WXXI – AM 280 STATE ST. ROCHESTER, NY 14614
NEWS DIRECTOR WHAM – AM 207 MIDTOWN PLAZA PO BOX 40400 ROCHESTER, NY 14604

4. Public Water Supplier:

Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610-0999
ph: (585) 442-2000

5. Local Fire Department

Henrietta Fire District
Station 4/Headquarters
850 Bailey Rd
West Henrietta, NY 14586

6. Additional Persons Requesting to be on Contact List:

Center for Environmental Information
55 St. Paul St.
Rochester, NY 14604

Kelly Main-Travers
Citizens Environmental Coalition
Western NY Office
33 Central Avenue, 3rd Floor
Albany, New York 12210

7. Schools or Day Care Facilities:

Not Applicable – No such facilities adjacent or near to Site.

Appendix D – Identification of Citizen Participation Activities

Required Citizen Participation (CP) Activities	CP Activit(ies) Occur at this Point
Application Process: <ul style="list-style-type: none"> • Prepare brownfield site contact list (BSCL) • Establish document repositories • Publish notice in Environmental Notice Bulletin (ENB) announcing receipt of application and 30-day comment period 	<p>At time of preparation of application to participate in BCP.</p> <p>When NYSDEC determines that BCP application is complete. The 30-day comment period begins on date of publication of notice in ENB. End date of comment period is as stated in ENB notice. Therefore, ENB notice, newspaper notice and notice to the BSCL should be provided to the public at the same time.</p>
After Execution of Brownfield Site Cleanup Agreement: <ul style="list-style-type: none"> • Prepare citizen participation (CP) plan 	<p>Draft CP Plan must be submitted within 20 days of entering Brownfield Site Cleanup Agreement. CP Plan must be approved by NYSDEC before distribution.</p>
After Remedial Investigation (RI) Work Plan Received: <ul style="list-style-type: none"> • Mail fact sheet to BSCL about proposed RI activities and announcing 30-day public comment period on draft RI Work Plan 	<p>Before NYSDEC approves RI Work Plan. If RI Work Plan is submitted with application, comment periods will be combined and public notice will include fact sheet. 30-day comment period begins/ends as per dates identified in fact sheet.</p>
After RI Completion: <ul style="list-style-type: none"> • Mail fact sheet to BSCL describing results of RI 	<p>Before NYSDEC approves RI Report.</p>
After Remedial Work Plan (RWP) Received: <ul style="list-style-type: none"> • Mail fact sheet to BSCL about proposed RWP and announcing 45-day comment period • Public meeting by NYSDEC about proposed RWP (if requested by affected community or at discretion of NYSDEC project manager in consultation with other NYSDEC staff as appropriate) 	<p>Before NYSDEC approves RWP. 45-day comment period begins/ends as per dates identified in fact sheet. Public meeting would be held within the 45-day comment period.</p>
After Approval of RWP: <ul style="list-style-type: none"> • Mail fact sheet to BSCL summarizing upcoming remedial construction 	<p>Before the start of remedial construction.</p>
After Remedial Action Completed: <ul style="list-style-type: none"> • Mail fact sheet to BSCL announcing that remedial construction has been completed • Mail fact sheet to BSCL announcing issuance of Certificate of Completion (COC) 	<p>At the time NYSDEC approves Final Engineering Report. These two fact sheets should be combined when possible if there is not a delay in issuance of the COC.</p>

Appendix E – Brownfield Cleanup Program Process

