

Draft RPM User's Guide for Preparing a Five-Year Review Factsheet

Once a FYR has been completed, this factsheet template will facilitate effective communication of the major findings of the FYR with the local community. The template is intended for use in Microsoft Word and can be distributed both electronically and as a hard copy. Please see the attached example fact sheet template. Suggested contents and a standardized format will allow you to plug in site-specific information and graphics from the FYR report while still maintaining basic consistency in how Federal Facilities are communicating and disseminating FYR findings. The FYR factsheet is intended for the general public and should highlight the most important findings of a FYR. The suggested information to include in each section of the factsheet is briefly described below:

Header In the header include: Site name and location

Name of Fed Agency contact with phone number and email address

Public Affairs officer (services)

Date of completed FYR report

“What is a Five-year Review?” This section contains standardized language applicable all sites and explains the purpose of a FYR and the 3 main questions addressed during a FYR. No alteration is required in this section.

“Site Chronology” We recommend you choose 5-7 events to list in the Site Chronology. These should be the most important events at your site, which may include dates for the initial assessment study, NPL listing, ROD triggering the first FYR, first FYR, and the next scheduled FYR. You can display the site chronology using a bulleted list.

“Site History” You should briefly describe the site location, including any major roads, waterways, or populated areas that are located near or border the site. State the year the site was initiated, activities carried out on site, and resulting hazards since the sites inception.

“Site Map” Include an aerial photograph or map of the site from the FYR report. If possible select an image that displays the location of OUs within the site.

“Major Developments since Last FYR” Major developments or accomplishments can be presented in a bulleted format by listing the OUs in which they occurred. Only list OUs that were evaluated in the FYR, and also include any site-wide developments. Major developments may include deletion of the site from the NPL, improvements to groundwater contaminant levels, and changes to a remedy (ROD amendment). (If this is the first FYR, omitting this section will allow more space for other sections in the fact sheet.)

“Issues Follow-up Actions and Schedule Dates” You can present issues in a bulleted list or table format. We recommend you only list those issues that affect current and future protectiveness. Be sure to identify the OU where an issue or follow up action is occurring. Issues and follow-up actions may include concerns identified with institutional controls or monitoring activities, remedy actions, or significant changes in toxicity data, exposure pathways, or site characteristics that were used at the time of remedy selection. Also list important schedule dates such as projected remedy construction

completion time frame. For sites with a large number of OUs, consider focusing only the non-protective OUs to convey the most critical information to the local community.

“Protectiveness Summary” This is one of the most important messages to convey to the community living around your site. List only the OUs and their protectiveness statements, a reader can access further explanation for a protectiveness statement from the executive summary or FYR report. Include a site-wide protectiveness statement if the site has reached construction completion. For the purposes of the factsheet, a remedy’s protectiveness may be defined as: Protective, Not protective, Protective in the short-term, Will be protective, or Protectiveness deferred. You can group OUs with similar protectiveness statements together, as shown in the example. For sites with a large number of OUs consider listing only the non-protective OUs and state that all other OUs are either protective or protective in the short term. As shown in the example, consider using a graphic to display protectiveness statements.

“Contact Information” The contact information box should include a link to all relevant, site-specific documentation. You should also include the other relevant contact information, e.g. for the relevant Community Involvement Coordinator. State, federal agency and EPA logos should be in the contact box. Federal agency and EPA logos are provided below.

