

**FINAL
COMMUNITY RELATIONS PLAN 2017**

**RAVENNA ARMY AMMUNITION PLANT RESTORATION PROGRAM IN
PORTAGE AND TRUMBULL COUNTIES, OHIO**

Contract No. W912QR-13-C-0031

Prepared for:



**United States Army Corps of Engineers
Louisville District**

Prepared by:



VISTA Sciences Corporation

March 16, 2017

REPORT DOCUMENTATION PAGE

*Form Approved
OMB No. 0704-0188*

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.

1. REPORT DATE (DD-MM-YYYY)	2. REPORT TYPE	3. DATES COVERED (From - To)
------------------------------------	-----------------------	-------------------------------------

4. TITLE AND SUBTITLE	5a. CONTRACT NUMBER
	5b. GRANT NUMBER
	5c. PROGRAM ELEMENT NUMBER

6. AUTHOR(S)	5d. PROJECT NUMBER
	5e. TASK NUMBER
	5f. WORK UNIT NUMBER

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)	8. PERFORMING ORGANIZATION REPORT NUMBER
---	---

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)	10. SPONSOR/MONITOR'S ACRONYM(S)
	11. SPONSOR/MONITOR'S REPORT NUMBER(S)

12. DISTRIBUTION/AVAILABILITY STATEMENT

13. SUPPLEMENTARY NOTES

14. ABSTRACT

15. SUBJECT TERMS

16. SECURITY CLASSIFICATION OF:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			19b. TELEPHONE NUMBER (Include area code)

**FINAL
COMMUNITY RELATIONS PLAN 2017**

**RAVENNA ARMY AMMUNITION PLANT RESTORATION PROGRAM IN
PORTAGE AND TRUMBULL COUNTIES, OHIO**

Contract No. W912QR-13-C-0031

Prepared for:



**United States Army Corps of Engineers,
Louisville District**

Prepared by:



VISTA Sciences Corporation
Camp Ravenna
1438 State Rte. 534 SW
Newton Falls, Ohio

March 16, 2017

DOCUMENT DISTRIBUTION
 For the
 Final Community Relations Plan
 RVAAP Restoration Program
 Portage and Trumbull Counties, Ohio

Name/Organization	Number of Printed Copies	Number of Electronic Copies
Mark Leeper, ARNG	0	1
Kevin Sedlak, ARNG	0	0
Katie Tait, OHARNG	0	1
Jay Trumble, USACE - Louisville District	1	1
Administrative Records Manager - IRP	2	2

ARNG = Army National Guard

OHARNG = Ohio Army National Guard

USACE = United States Army Corps of Engineers

IRP = Installation Restoration Program

Table of Contents

SECTION 1.0	COMMUNITY RELATIONS PLAN OVERVIEW	1
SECTION 2.0	FACILITY LOCATION AND HISTORY	2
2.1	Facility Location	2
2.2	Facility History.....	2
2.3	General Description of the RVAAP Restoration Program.....	3
2.3.1	Installation Restoration Program (IRP)	3
2.3.2	Military Munitions Response Program (MMRP)	3
2.3.3	Other Investigations	3
2.4	Current and Ongoing Activities	3
SECTION 3.0	PUBLIC BACKGROUND.....	4
3.1	Portage and Trumbull Counties History and Demographics	4
3.2	History of Public Involvement	5
SECTION 4.0	COMMUNICATIONS TECHNIQUES AND ACTIONS	6
4.1	Installation Action Plan.....	6
4.2	Restoration Advisory Board (RAB).....	6
4.3	Information Repository and Administrative Record File.....	7
4.4	Community Relations Plan (CRP)	8
4.5	Website.....	8
4.6	Information Packets and Fact Sheets	8
4.7	News Releases and Press Conferences.....	8
4.7.1	Media Kit	8
SECTION 5.0	REFERENCES	10

Appendices

Appendix A - Government Officials	11
Appendix B - Army and Regulatory Agencies	17
Appendix C - Restoration Advisory Board Members	19
Appendix D - Media List	20
Appendix E - Meeting Locations	22
Appendix F - Repositories and Administrative Record	23
Appendix G - Telephone Interview Questionnaire	24
Appendix H - Restoration Advisory Board Interest Survey	27
Appendix I - Examples of News Releases.	29
Appendix J - Public Comment Form.	31

ACRONYMS AND ABBREVIATIONS

AOC	Area of Concern
ARNG	Army National Guard
Camp Ravenna	Camp Ravenna Joint Military Training Center
CC	Compliance-related Cleanup Program
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
COPC	Contaminant of Potential Concern
CRP	Community Relations Plan
DD	Decision Documents
DOD	Department of Defense
EPA	Environmental Protection Agency
FS	Feasibility Studies
HRR	Historical Records Review
IAP	Installation Action Plan
IRA	Interim Remedial Action
IRP	Installation Restoration Program
LTC	Lieutenant Colonel
LUC	Land Use Control
MAJ	Major
MMRP	Military Munitions Response Program
MRS	Munitions Response Site
NFA	No Further Action
NPDES	National Pollutant Discharge Elimination System
OB/OD	Open Burning/Open Detonation
OHARNG	Ohio Army National Guard
PAH	Polycyclic Aromatic Hydrocarbons
PBA	Performance Based Acquisition
PMP	Property Management Plan
PP	Proposed Plan
RA	Remedial Action
RAB	Restoration Advisory Board
RCRA	Resource Conservation and Recovery Act
RC	Remedial Closure
RD	Remedial Design
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Studies
ROD	Record of Decision

ACRONYMS AND ABBREVIATIONS, cont.

RVAAP	Ravenna Army Ammunition Plant
SARA	Superfund Amendments and Reauthorization Act
SI	Site Inspection
SVOC	Semi-Volatile Organic Compound
TAPP	Technical Assistance for Public Participation
U.S.	United States
USACE	United States Army Corps of Engineers
USP&FO	United States Property and Fiscal Officer
UXO	Unexploded Ordnance
VOC	Volatile Organic Compound

SECTION 1.0 COMMUNITY RELATIONS PLAN OVERVIEW

This Community Relations Plan (CRP) was developed to promote public awareness and participation concerning the cleanup activities for the Ravenna Army Ammunition Plant (RVAAP) restoration program, and to document the procedures and resources used to accomplish these goals. This CRP is prepared and published on behalf of the Army National Guard (ARNG) under the federal guidelines established by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA), (USEPA, 2005 and USACE 2011). It is the intention of the Army National Guard and Ohio Army National Guard (OHARNG) to develop and maintain a climate of trust through proactive interaction with the public by assuring stakeholders that personal safety and environmental integrity is their highest priority. To ensure community members are informed of actions associated with cleanup activities, ARNG has established informational venues through the media, designated local document repositories, and provided the Administrative Record at the facility and on the public website, www.rvaap.org. In order to provide opportunities for public participation in the restoration process, a Restoration Advisory Board (RAB) has been established which enables the public to comment and voice their concerns. Public meetings can also be scheduled to present and discuss Proposed Plans (documents that present remedial and/or site investigation plans). Periodic public tours of the facility are also utilized to allow the public an opportunity to see Areas of Concern (AOCs) or Munitions Response Sites (MRSs) in the restoration process.

This CRP contains five sections along with ten supporting appendices.

- Section 1.0 presents a brief explanation of the CRP's purpose, the Army's plan for community information and involvement related to the environmental program, and how the CRP is laid out.
- Section 2.0 presents information about the site, its description and location, its history, and past and current cleanup activities.
- Section 3.0 presents information on the community profile, the chronology of public involvement, and key public concerns.
- Section 4.0 contains information about the communication techniques and actions to be implemented in regards to public awareness and participation.
- Section 5.0 contains the references.

Appendix A lists Federal, State of Ohio and local government officials. Appendix B list appropriate Army and Regulatory Agency contact information. Appendix C lists the current RAB members. Appendix D presents local newspaper, TV station and radio station contact information.

Appendix E gives the meeting locations for RAB meetings. Appendix F gives the repository locations and Administrative Record file location. Appendix G provides a questionnaire template for conducting a telephone interview with public stakeholders in regards to their awareness of the restoration cleanup activities. Appendix H provides the interest survey utilized by the RAB in selecting new or replacement board members. Appendix I contains examples of news releases. Appendix J presents a blank Public Comment Form.

The CRP is updated annually as appropriate.

SECTION 2.0 FACILITY LOCATION AND HISTORY

2.1 Facility Location

The former RVAAP, now known as the Camp Ravenna Joint Military Training Center (Camp Ravenna), located in northeastern Ohio within Portage and Trumbull counties, is approximately three (3) miles east/northeast of the City of Ravenna and one (1) mile north/northwest of the City of Newton Falls. The facility is approximately 11 miles long and 3.5 miles wide. The facility is bounded by State Route 5, the Michael J. Kirwan Reservoir, and the CSX System Railroad to the south; Garret, McCormick, and Berry Roads to the west; the Norfolk Southern Railroad to the north; and State Route 534 to the east. In addition, the facility is surrounded by the communities of Windham, Garrettsville, Charlestown, and Wayland.

Administrative accountability for the 21,683-acre facility has been transferred to the United States Property and Fiscal Officer (USP&FO) for Ohio and subsequently licensed to the OHARNG for use as a military training site, Camp Ravenna. The RVAAP restoration program involves cleanup of former production/operational areas throughout the facility related to former activities conducted under the RVAAP. The restoration program is currently managed by the ARNG with support from the OHARNG.

2.2 Facility History

Production at the former RVAAP began in December 1941 with the primary missions of depot storage and ammunition loading. The installation was divided into two units: the Portage Ordnance Depot and the Ravenna Ordnance Plant. The Portage Ordnance Depot was used primarily to store munitions and components, while the Ravenna Ordnance Plant was used to load and pack major caliber artillery ammunition and assemble munitions-initiating components that included fuzes, boosters, and percussion elements in 12 load lines. The installation was renamed the Ravenna Ordnance Center in August 1943 and then Ravenna Arsenal in November 1945. In 1950, the plant was placed in standby status, and operations were reduced to renovation, demilitarization, and normal maintenance of equipment, along with the storage of ammunition and components. The plant was reactivated during the Korean Conflict to load and pack major caliber shells and components. All production ended in August 1957. In October 1957, the installation was again placed in a standby status. In October 1960, the ammonium nitrate line was renovated for demilitarization operations. From January to July 1961, the renovated line was used for melting explosives out of bomb casings for subsequent recycling, after which the plant was again deactivated. In November 1961, the installation was renamed RVAAP and divided into the Ravenna Ordnance Plant and an industrial section. These facilities were deactivated in August 1972. The demilitarization of the M71A1 90mm projectile occurred from June 1973 until March 1974. Demilitarization of various munitions was conducted from October 1982 through 1992. Until 1993, the former RVAAP maintained the capability to load, assemble, and pack military ammunition. As part of the RVAAP mission, the inactive facilities were maintained in a standby status by keeping equipment in a condition to permit resumption of production within prescribed limitations. In September 1993, the former RVAAP was placed in inactive caretaker status and subsequently changed to modified caretaker status. The Army determined that the load lines and associated real estate were excess. Throughout its history, portions of the facility were also used for open burning/detonation, landfill operations, and for research and development. The site is currently used by the OHARNG as a military training site.

2.3 General Description of the RVAAP Restoration Program

The Army utilizes the Installation Restoration Program (IRP) and Military Munitions Response Program (MMRP) to investigate the environmental site conditions and implement the cleanup work at Camp Ravenna/former RVAAP. These programs follow requirements determined by legislation called the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund). The Army's multiyear restoration program at Camp Ravenna/former RVAAP is detailed in the Installation Action Plan (IAP), (PB & A, 2017). The IAP is further described in Section 4.1. The IAP defines the proposed approach and the costs to conduct future investigations and cleanup actions at each potentially contaminated area at the installation. The IAP is updated annually. Today, there are a total of 84 cleanup sites which are in various stages of the cleanup process.

2.3.1 Installation Restoration Program (IRP)

AOCs under the IRP are being investigated and remediated (as required) due to a potential for chemical contamination related to former operations. The IRP was initiated at the former RVAAP in 1989. In December 2008, the IRP was expanded to include cleanup sites (identified as Compliance-related cleanup [CC] sites) where Department of Defense (DOD) activities occurred after October 17, 1986. Surveys of the former RVAAP identified 53 AOCs and 14 compliance restoration AOCs. To date, 27 AOCs and four CC sites have achieved No Further Action status. Additional investigation, remedial activities and/or long-term monitoring continue at the remaining 36 sites.

Previous and ongoing investigations for the IRP sites are summarized in the IAP.

2.3.2 Military Munitions Response Program (MMRP)

MRSs under the MMRP are being investigated and remediated (as required) due to a potential for munitions contamination related to former operations. A total of 17 MMRP sites are at the former RVAAP. To date, seven sites have achieved No Further Action status. Additional investigations at the ten remaining sites continues.

2.3.3 Other Investigations

Some areas of potential contamination at the facility do not fall under the programs described above. They have been investigated and closed under other programs and/or regulations such as the National Pollutant Discharge Elimination System (NPDES), solid waste regulations, or the Resource Conservation and Recovery Act (RCRA). Examples of these sites include wastewater treatment plants, landfills, and former hazardous waste storage areas.

2.4 Current and Ongoing Activities

Currently, there are 36 AOC/CC and ten MRS sites actively involved in the CERCLA remediation process.

There are 299 groundwater monitoring wells which are included in the RVAAP restoration program. Groundwater is actively being monitored and investigated on a facility-wide basis.

For sites that did not achieve unrestricted/residential use status, LUCs (which may include use restrictions, fencing, signage, and/or Seibert Stakes around the site) were implemented. Sites with LUCs are managed under the Property Management Plan (PMP) and undergo five year reviews.

SECTION 3.0 PUBLIC BACKGROUND

3.1 Portage and Trumbull Counties History and Demographics

In 1802, all of what is now Portage County was organized under the name of Franklin Township with other townships being formed later. On February 10, 1807 the Ohio state legislature passed the act to create Portage County from Trumbull County which took effect on June 7, 1807. Portage County is comprised of 487.38 square miles. The county has five cities (Aurora, Kent, Ravenna, Streetsboro and Tallmadge) and seven villages (Brady Lake, Garrettsville, Hiram, Mantua, Mogadore, Sugar Bush Knolls and Windham. Only one city (Ravenna) and two villages (Windham and Garrettsville) lie within 4 miles of the facility's border.

According to the United States (U.S.) Census (US Department of Commerce, Census Bureau, 2017), the following Portage County statistics are:

- (2015) population: 162, 275
- (2015) number of persons per square mile: 333.0
- (2011-2015) median value of owner-occupied housing units: \$150,900
- (2011-2015) homeownership rate: 68.7%
- (2011-2015) persons age 25+ high school graduates or higher: 91.4%
- (2011-2015) persons age 25+ with bachelor's degree or higher: 26.0%
- (2015) persons under 18 years of age: 19.2%
- (2015) persons 65 years of age and over: 15.0%

Trumbull County was established on July 10, 1800, serving as the seventh county in the Northwest Territory. Trumbull County is comprised of 618.30 square miles. The county has seven cities (Cortland, Girard, Hubbard, Newton Falls, Niles, Warren, and Youngstown [portion]) and five villages (Lordstown, McDonald, Orangeville, West Farmington, and Yankee Lake). Newton Falls is the only city located within 3 miles of the facility's border.

According to the U.S. Census, the following Trumbull County statistics are:

- (2015) population: 203,751
- (2015) the number of persons per square mile: 329.5
- (2011-2015) the median value of owner-occupied housing units: \$97,000
- (2011-2015) homeownership rate: 70.9%
- (2011-2015) persons age 25+ high school graduates or higher: 88.5%
- (2011-2015) persons age 25+ with bachelor's degree or higher: 17.3%
- (2015) persons under 18 years of age: 20.9%
- (2015) persons 65 years of age and over: 19.9%

3.2 History of Public Involvement

In 1996, a survey was mailed and articles appeared in the local newspapers to solicit interest in forming a RAB. A selection committee reviewed the applications and chose the new RAB members. The RAB was established with 25 members consisting of public members and appointed representatives. The RAB has a representative from each of the surrounding six townships (Braceville, Newton, Paris, Charleston, Freedom and Windham), two county representatives (Trumbull and Portage), and a representative of the Ohio EPA, a Community Co-Chair, and the Army Co-Chair. The RAB held its first meeting on Nov. 13, 1996. RAB meetings are held two to four times a year. Additional information about the RAB is provided in Section 4.2.

Public meetings for specific sites or topics have been held as necessary.

SECTION 4.0 COMMUNICATIONS TECHNIQUES AND ACTIONS

This section presents the communications techniques and actions used to inform the public of environmental restoration information. These tools ensure the public is well informed and has opportunities to provide input into the decision-making process with environmental restoration projects at Camp Ravenna. A publically-available Installation Action Plan is updated annually that outlines and tracks the progress on major Camp Ravenna environmental restoration projects. The Restoration Advisory Board meets publically several times per year and reviews information briefings on future, ongoing and recently completed environmental restoration projects, plus provides an opportunity for the public to ask and submit questions and comments on environmental restoration projects. Copies of environmental restoration reports are publically available at information repositories, on the publically-accessible website and at the Camp Ravenna Environmental Office. In addition, information packets, fact sheets, and news releases may be distributed and press conferences held as appropriate.

Details on these items are presented in the following sub-sections.

4.1 Installation Action Plan

The purpose of the IAP is to outline the total multiyear cleanup program and is used to track requirements, schedules, and tentative budgets for all major Army installation cleanup programs. The RVAAP Restoration Program IAP identifies environmental cleanup requirements at each AOC or MRS and proposes a comprehensive, installation-wide approach, along with the costs and schedules associated with conducting investigations and taking the necessary remedial actions.

In an effort to coordinate planning information between the Army National Guard, the OHARNG, the United States Army Corps of Engineers (USACE) – Louisville District, the Ohio EPA, the executing agencies, and the public, an IAP is updated and completed each fiscal year. The IAP is available for public review in the Information Repositories located at Reed Memorial Library and Newton Falls Public Library (see Section 4.3) and on the public website, www.rvaap.org (see Section 4.5).

4.2 Restoration Advisory Board (RAB)

The purpose of the RAB is to promote public involvement in the DOD environmental cleanup activities and allow the public to review and discuss the progress with decision makers. In 1996, a survey was mailed and articles appeared in the local newspapers to solicit interest in forming a RAB. A selection committee reviewed the applications and chose the new RAB members. The former RVAAP RAB was established with 25 members consisting of public members and appointed representatives. The RAB has a representative from each of the surrounding six townships (Braceville, Newton Falls, Paris, Charleston, Freedom and Windham), two county representatives (Trumbull and Portage), and a representative from the Ohio EPA, the Community Co-Chair and the Army Co-Chair. The RAB held its first meeting on Nov. 13, 1996.

The RAB rotates its meetings between the township halls and are held approximately two (2) to four (4) times per year, typically on the third Wednesday of the month. A news release is sent to local media announcing the RAB meeting date, location, topics to be covered, or rescheduling details. RAB meetings are open to the public and structured to include restoration related presentations and followed by a questions and answers session. Meeting minutes are taken and approved by the RAB. Once approved, meeting minutes are available for review in the Information Repositories located at Reed

Memorial Library and Newton Falls Public Library (see Section 4.3) and on the public website, www.rvaap.org (see Section 4.5).

Technical Assistance for Public Participation (TAPP) in Defense Environmental Restoration Activities was established to assist the RAB in reviewing technical documents regarding the nature and extent of contamination or the proposed remedial actions. This assistance enhances the RAB's understanding of the environmental process, and provides an outside independent source of information on the DOD restoration activities occurring at the facility. TAPP services have been provided for the former RVAAP RAB as recently as April 2014.

To keep the RAB aware of the environmental activities tours of specific areas of concern were held yearly in late summer or early fall. Currently, the need and timeframe for a public tour is based on project schedules, field activities, and feedback from the RAB. The first RAB tour was held in October 1996. Subsequent tours have been held on the following years and at the following locations:

- 1999 - Erie Burning Grounds,
- 2000 - Winklepeck Burning Grounds, Demolition Area #2, and Load Line 12,
- 2001 - Upper and Lower Cobbs Pond, the Central Burn Pits, and Load Line #11,
- 2002 - Load Line #6 and Load Line #2,
- 2004 - Fuze and Booster Quarry Ponds, Fuze and Booster Load Lines, Winklepeck Burning Grounds, and Load Lines 2, 3 and 4,
- 2005 - Load Lines 2, 3 and 4 and the Winklepeck Burning Grounds,
- 2007 - Load Lines 1, 2, 3 and 4 and Winklepeck Burning Grounds,
- 2008 - Load Line 4, Central Burn Pits, Winklepeck Burning Grounds, and the Sand Creek Barriers,
- 2009 – the Rocket Ridge Area, Ramsdell Quarry and Load Line 12,
- 2010 – the Rocket Ridge Area, Load Line 12 and Ramsdell Quarry Landfill,
- 2012 – the Rocket Ridge Area and the Atlas Scrap Yard, and
- 2013 - the OHARNG Demolition Range, the Urban Terrain training grounds, and various facility-wide groundwater monitoring well locations.

4.3 Information Repository and Administrative Record File

Current information and final documents are placed in the Information Repositories and maintained under the RVAAP restoration program by the ARNG/OHARNG. Information Repositories have been established at the following locations:

Reed Memorial Public Library
167 East Main St
Ravenna, Ohio 44266
(330) 296-2827

Newton Falls Public Library
204 South Canal Street
Newton Falls, Ohio 44444
(330) 872-1282

The Administrative Record File is established and maintained at the following location:

Camp Ravenna
Attn: Environmental Office
1438 State Route 534
Newton Falls, Ohio 44444-9297
(330) 872-8003

The Administrative Record File is located at Camp Ravenna which is a controlled access facility. Access to the Administrative Record File can be obtained with prior notification and arrangement.

4.4 Community Relations Plan (CRP)

This plan will be revised as necessary, to update facts and verify information, assess the public involvement program to determine whether the same or different approaches will continue to be taken, and to develop strategies to prepare the public for possible remediation activities at the facility.

4.5 Website

ARNG/OHARNG maintains a website (www.rvaap.org) for the restoration program. The website contains information about the following:

- The history of the facility including newsletters, maps, photographs,
- A description of the environmental investigations taking place and areas of concern,
- RAB meeting locations and dates including approved RAB meeting minutes,
- A news page highlighting upcoming public activities,
- Draft and final technical documents of the former RVAAP restoration activities,
- Links to other relevant sites, and
- A point of contact informational page.

4.6 Information Packets and Fact Sheets

Information packets will be prepared to distribute at RAB meetings, public meetings, and facility tours. The packets will include news releases, fact sheets and points of contact.

Comprehensive fact sheets will be developed as needed to easily convey information regarding the RVAAP restoration program. These are prepared on a specific topic and include facts supporting the topic. It is written in brief (usually no more than two pages) and provides concise information in simple terms. These can be distributed at RAB meetings, used in media kits, and posted on the website.

4.7 News Releases and Press Conferences

Currently, news releases are sent to local media outlets to announce RAB/public meetings, facility tours and other important environmental activities at the facility. Press conferences can be set up at Camp Ravenna with designated speakers to promote key messages and publicize significant events. Examples of Camp Ravenna news releases are presented in Appendix I.

4.7.1 Media Kit

A media kit will be prepared to distribute information to the media at a press conference, tour or prior to an event. This tool helps to provide accurate and current information about the specific activity being publicized. The media kit is a folder that should contain the following components:

- News Release or Media Advisory - The news release outlines the major event, background information on Camp Ravenna and lists a contact person. The media advisory addresses very briefly the Who, What, When, Where, Why of the event and a contact person to reach for more information.
- Fact Sheets – As described in Section 4.6 above.
- Maps and Photographs - Maps and photographs may be included in the media kit. If digital photographs are used, they would be of high quality or resolution and burned onto media disk(s) (CD or DVD). A map would be useful in identifying specific areas of concern or where the event will be held.
- Brochures - Brochures may be produced to address specific issues or to provide general information about Camp Ravenna.
- Business Cards - Business cards containing the facility, restoration program and OHARNG Public Affairs Office contact information for the media.
- Media Spokesperson and Point of Contact for ARNG/OHARNG:
 - For questions related to Camp Ravenna facility operations:
COL Ed Meade
Camp Ravenna
1438 State Route 534 SW
Newton Falls, OH 44444
Office: (614) 336-6560
 - For questions related to the RVAAP restoration program:
Mr. Mark Leeper, P.G, MBA
RVAAP Restoration Program Manager
Army National Guard Directorate
ARNG-IED
111 South George Mason Drive
Arlington, VA 22203
(703) 607-7955
 - For other questions/inquiries:
OHARNG Public Affairs Office
(614) 336-4499
ng.oh.oharng.mbx.pao@mail.mil

SECTION 5.0 REFERENCES

PB & A, 2017 FY2016 Ravenna Army Ammunition Plant Installation Action Plan, Public

USACE, 2011 *Public Participation Requirements for Defense Environmental Restoration Program* EP 200-3-1.

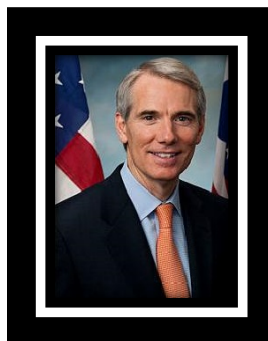
USEPA, 2005 *Superfund Community Involvement Handbook*. EPA540-K-05-003

United States Department of Commerce, Census Bureau website:

<http://www.census.gov/quickfacts/table/PST045215/00>

APPENDIX – A Government Officials

US Senate - Republican



Senator Robert Portman (R)
448 Russell Senate Office Building
Washington, D.C 20510
Office (202) 224-3353

<https://www.portman.senate.gov/public/index.cfm/contact-form>

US Senate - Democrat



Senator Sherrod Brown (D)
713 Hart Senate Office Building
Washington, D.C. 20510
Office (202) 224-2315

www.brown.Senate.gov/contact

US Congressional Representative - Democrat



US Congressman Tim Ryan
District 13 (D)
U.S. House of Representatives
1126 Longworth HOB
Washington, DC 20515
(202) 225-5261

<https://timryanforms.house.gov/contact>

Ohio Governor



Governor John R. Kasich



Lt. Governor Mary Taylor

Riffe Center, 30th Floor
77 South High St.
Columbus, Ohio 43215-6117
Office- (614) 466-3555

<http://www.governor.ohio.gov/Contact/ContacttheGovernor.aspx>

Ohio State Senators



Senator John Eklund
District 18 (R)
Senate Building
1 Capitol Square, 1st Floor
Columbus, Ohio 43215
(614) 644-7718

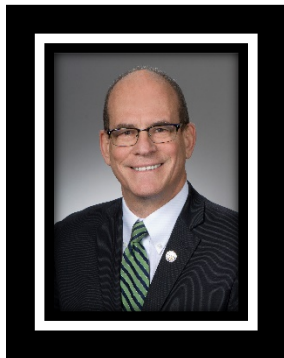
<http://www.ohiosenate.gov/eklund/contact>



Senator Sean O'Brien
District 32 (D)
Senate Building
1 Capitol Square, Ground Floor
Columbus, Ohio 43215
(no phone listed)

<http://www.ohiosenate.gov/obrien/contact>

Ohio State Legislators



Rep. Michael O'Brien
District 64 (D)
77 S. High St.
10th Floor
Columbus, Ohio 43215-6111
(614) 466-5358

<http://www.ohiohouse.gov/michael-j-obrien/contact>



Rep. Kathleen Clyde
District 75 (D)
77 S. High St.
10th Floor
Columbus, Ohio 43215-6111
(614) 466-2004

<http://www.ohiohouse.gov/kathleen-clyde/contact>

Ohio State Legislators, cont.



Rep. Sarah LaTourette
District 76 (R)
77 S. High St.
14th Floor
Columbus, Ohio 43215-6111
(614) 466-5088

<http://www.ohiohouse.gov/sarah-latourette/contact>

Portage County Officials

Portage County Administration Bldg.
449 South Meridian Street, 7th Floor
Ravenna, Ohio 44266-2914
Phone: (330) 297-3600, (800) 772-3799 (toll free)
Fax: (330) 297-3610

Portage County Commissioners

Maureen T. Frederick – President
P: (330) 297-3604
mfrederick@portageco.com

Vicki A. Kline – Board Member
P: (330) 297-3606
vkline@portageco.com

Sabrina Christian-Bennett – Vice President
(330) 297-3605
SCristianBennett@portageco.com

Ravenna City Officials

City Council
210 Park Way
P.O. Box 1215
Ravenna, Ohio 44266
P: (330) 297-2155
F: (330) 297.2164

kathy.hann@ci.ravenna.oh.us

Mayor Frank Seman
210 Park Way
P.O. Box 1215
Ravenna, Ohio 44266
P: (330) 296-3864
F: (330) 297.2164

frank.seman@ci.ravenna.oh.us

City Council Members

Council President: Joe Bica
Ward 1 Representative: Sharon Spencer
Ward 2 Representative: Rob Kaiis
Ward 3 Representative: Matt Harper
Ward 4 Representative: Scott Rainone
At Large Representative: Fred Berry
At Large Representative: Amy Michael
At Large Representative: Bruce Ribelin
Council Clerk: Kathryn Hann

Phone Number

(330) 297-9035
(330) 274-6795
(330) 607-1391
(330) 472-0189
(330) 297-1821
(330) 298-1425
(330) 931-1434
(330) 296-3397
(330) 297-2155

Email Address

joe.bica@ci.ravenna.oh.us
sharonspencer58@yahoo.com
rob.kairis@ci.ravenna.oh.us
matt.harper@ci.ravenna.oh.us
srainone@ci.ravenna.oh.us
fberry@ci.ravenna.oh.us
amymichael245@yahoo.com
bribelin@ci.ravenna.oh.us
kathy.hann@ci.ravenna.oh.us

Trumbull County Officials

Trumbull County Administration Building
160 High Street NW, 5th Floor
Warren, Ohio 44481
Phone: (330) 675-2451
Fax: (330) 675-2462

Trumbull County Commissioners

Frank S. Fuda, President
Daniel E. Polivka, Commissioner
Mauro Cantalamessa, Commissioner
Phone: (330) 675-2451
commissioners@co.trumbull.oh.us

City of Newton Falls Officials

Lyle A. Waddell, Mayor
Newton Falls City Hall
19 N. Canal Street
Newton Falls, OH 44444
(330) 872-0806

City Council Members

Ward 1 Representative: Richard Zamecnik
Ward 2 Representative: John Baryak
Ward 3 Representative: Mark Stimpert
Ward 4 Representative: Phillip Beer
At-Large Representative: Tarry Alberini

APPENDIX – B

Army and Regulatory Agencies

ARNG/OHARNG Contacts

**Ohio Army National Guard
Camp Ravenna Representative and
Army Co-Chairman:**

COL Ed Meade
1438 State Route 534, SW
Newton Falls, Ohio 44444-8503
Office: (614) 336-6560
Fax: (614) 336-6796
Email: william.meade.mil@mail.mil

RVAAP Restoration Program Manager:

Mark Leeper, P.G., MBA
Army National Guard Directorate
ARNG-IED
111 South George Mason Drive
Arlington VA 22204-1382
(703) 607-7955
Email: mark.s.leeper.civ@mail.mil

U.S. Army Corps of Engineers Contacts

**U.S. Army Corps of Engineers,
Louisville District:**

Craig A. Coombs, Project Manager
Attn: CELRL-PM-M-E
P.O. Box 59
Louisville, KY 40201-0059
Office: (502) 315-6324
Email: craig.a.coombs@usace.army.mil

Nathaniel Peters, PhD, PE
600 Dr. Martin Luther King Place
CELRL-ED-E-E 3rd Floor
Louisville, KY 40201
Office: (502)-315-2624
Email: nathaniel.peters.II@usace.army.mil

Katelyn C. Newton, Public Affairs
Office: (502) 315-6773
Fax: (502) 315-6771
Email: katelyn.c.newton@usace.army.mil

Ohio Environmental Protection Agency - NE District:

Kevin Palombo, RAB Representative
Ohio EPA-NE District
2110 East Aurora Road
Twinsburg, Ohio 44087
Office: (330) 963-1148
Email: kevin.palombo@epa.state.oh.us

APPENDIX – C Restoration Advisory Board Members

Restoration Advisory Board

Administrative Officer:

Ms. Rebecca Shreffler
Camp Ravenna/Former RVAAP
1438 State Route 534 SW
Newton Falls, Ohio 44444
Office: (330) 872-8010
Fax: (330) 872-8011
Email: rebecca.shreffler@vistasciences.com

The following individuals comprise the RAB Member List:

Dr. Jay Abercrombie
Mr. Joseph Beutler
Ms. Sue Boles
Mr. Todd Brewster
Ms. Rebecca Carter
COL Ed Meade, Army Co-Chairman
Mr. James DiPaola
Ms. Irene Glavies-Lutz
Ms. Sarah Lock
Mr. Roy Martin
Mr. James Mayer
Mr. Brian Miller
Ms. Eileen Mohr
Mr. Kevin Palombo
Mr. Roger Root
Mr. Ryan Shackelford
Mr. Thomas Smith
M/M Dan & Doreen Spicer
Mr. Bill Steiner
Mr. Thomas Tadsen, Community Co-Chairman
Ms. Nancy Taylor
Mr. George Tompkins
Mr. Delbert Woloski
Ms. Cheryl Wood

APPENDIX – D Media List

Newspapers

Akron Beacon Journal

44 E. Exchange St.
Akron, Ohio 44308
(330) 996-3000
<http://www.ohio.com>

Akron Legal News Inc.

60 S. Summit Street
Akron, Ohio 44308
(330) 376-0917
(330) 376-7001 Fax
http://www.akronlegalnews.com/contact_us

Associated Press

700 W. St. Clair Ave., Ste. 318
Cleveland, Ohio 44113
(216) 771-2172

Record-Courier

1050 W. Main St.
Kent, Ohio 44240
(330) 541-9400
<http://recordpub.com/>

Tribune Chronicle

240 Franklin St SE
Warren, Ohio 44483
(330) 841-1600
(330) 841-1717 Newsroom Fax
<http://www.tribtoday.com>

The Vindicator

107 Vindicator Square
Youngstown, Ohio 44503
(330) 747-1471
<http://www.vindy.com/>

The Business Journal

25 E. Boardman St.
Youngstown, Ohio 44501
(330) 744-5023
(330) 744-5838 fax
<http://www.business-journal.com/>

TV Stations

WBNX-WB

2690 State Road
Cuyahoga Falls, Ohio 44223
(440) 843-5555
(440) 842-5597 fax

WEWS TV ABC News Channel 5

3001 Euclid Ave.
Cleveland, Ohio 44115
(216) 431-5555
(216) 431-3666 fax

WKYC-NBC

1333 Lakeside Ave
Cleveland, Ohio 44114
(216) 344-3333
(216) 344-3314 Fax

WVIZ PBS

1375 Euclid Ave.
Cleveland, Ohio 44115-1835
(216) 916-6100

WYTV-ABC

3930 Sunset Blvd
Youngstown, Ohio 44512
Station: (330) 782-1144
Fax: (330) 782-3504

WAPS 91.3- The Summit

65 Steiner Avenue
Akron, Ohio 44301
Office: (330) 761-3099
Fax: (330) 761-3103

WNIR-FM

P.O. Box 2170
Akron, Ohio 44309-2170
Station: (330) 673-2323
Fax: (330) 673-0301

WEAO TV Channel 49

(Western Reserve Public Media)
P.O. Box 5191
Kent, Ohio 44240-5191
(330) 677-4549
(330) 678-0688 Fax
<http://westernreservepublicmedia.org>

WKBN-FOX

3930 Sunset Blvd.
Youngstown, Ohio 44512
Station: (330) 782-1144
Fax: (330) 782-3504

WOIO-CBS

1717 E 12th Street
Cleveland, Ohio 44114
(216) 771-1943

WVPX

26650 Renaissance Parkway, Suite 1A
Warrensville Heights, Ohio 44128
(888) 551-0023

Radio

WGAR-FM

6200 Oak Tree Blvd., 4th Floor
Independence, Ohio 44131-2510
News: (216) 520-2600

APPENDIX – E Meeting Locations

The Restoration Advisory Board meetings are held approximately two (2) to four (4) times per year, typically on the third Wednesday of the month from 6:00 p.m. to 8:00 p.m. The meeting place is generally rotated between the four area Township Halls and the Village of Newton Falls Community Center.

Paris Township

Shearer Public Center
9355 Newton Falls Rd.
Ravenna, Ohio 44266
Office: (330) 358-2600
Linda Shaulis, Clerk

Freedom Township Hall

Town Hall – Triangle of Routes 700, 303 & 88
Windham, Ohio 44288
Office: (330) 527-4750
Fax: (330) 296-28856
John Zizka, Trustee

Windham Town Hall

9011 North Main Street
Windham, Ohio 44288
Office: (330) 326-2971
Jayme Neikirk, Clerk

Charlestown Town Hall

6735 Rock Spring Road
Ravenna, Ohio 44266
Office: (330) 297-1919
Fax: (330) 297-1919
Helen Nething, Clerk

Newton Falls Community Center

52 East Quarry Street
Newton Falls, Ohio 44444
(330) 872-5261
Ashley Grunder

APPENDIX – F Repositories and Administrative Records

Repositories Locations

Reed Memorial Public Library

167 East Main St.
Ravenna, Ohio 44266
(330) 296-2827

Newton Falls Public Library

204 S. Canal St.
Newton Falls, Ohio 44444
(330) 872-1282

Administrative Records File Location

The Administrative Record File is located at Camp Ravenna which is a controlled access facility. Access to the Administrative Record File can be obtained with prior notification and arrangement.

Camp Ravenna

Environmental Office
1438 State Route 534, SW
Newton Falls, Ohio 44444
(330) 872-8003

APPENDIX – G

Telephone Interview Questionnaire

Date: _____ **Time:** _____

Location: _____

Interviewee: _____

Affiliation: _____

Interviewer: _____

Script: Hello. I am calling on behalf of the U.S. Army Corps of Engineers.

Would you have a few minutes to talk with me?

The Corps wants to understand what concerns or questions as you, a public stakeholder, would want to know about the environmental remediation efforts at the former Ravenna Army Ammunition Plant, and how as the public would you like to get this information?

May I ask you a few questions, so your opinions and any questions you may have can be included as they plan for this effort? I expect this to take us about 15 minutes.

(If this is not convenient, is there a time that you would like for me to call you back? Or we can meet personally if you would prefer that.)

1. How long have you lived in the area?
 - 1a. What names do local people often use to refer to the former Ravenna Army Ammunition Plant?
 - 1b. Are you familiar with the former Ravenna Army Ammunition Plant?
 - 1c. How did you first learn about the site?
2. Have you ever spoken with the Corps of Engineers, any state, or environmental officials about the restoration activities at the former Ravenna Army Ammunition Plant? If yes, did they contact you or did you contact them? What was the nature of the contact and were you satisfied with their information?
3. Are you aware that the former Ravenna Army Ammunition Plant site is involved in environmental restoration activities? If yes, what do you know about those activities?

4. Do you have any interests or concerns about the former Ravenna Army Ammunition Plant site remediation activities?

5. Are you aware of any interests or concerns that any of your neighbors or friends may have about the site? If so, what are they?

6. Do you know where information about environmental restoration activities at the former Ravenna Army Ammunition site can be obtained? If yes, where?

7. Have you received any information about the environmental restoration activities at the former Ravenna Army Ammunition Plant site? If yes, how did you receive it? Are you satisfied with the information?

8. Would you like to be added to the mailing list to receive newsletters and other general information about the proposed plans? Yes_____ No_____

Name: _____

Address: _____

Telephone: (H) _____ (W) _____

E-mail: _____

9. How do you as the public receive information about local events and news (i.e. radio, television, newspaper, other and what particular stations or papers)?

10. What method and frequency of information would you prefer?

Method	Frequency
Mail _____	_____
Telephone _____	_____
Newspaper _____	_____
Radio _____	_____
Television _____	_____
E-mail _____	_____
Web site _____	_____
Local Information Repository _____	Suggested Location: _____
Public Hotline _____	
Other _____	

11. Would you be interested in attending a meeting about the environmental restoration activities at the former Ravenna Army Ammunition Plant site? If yes, what days and times are convenient for you?

Are there certain Public locations (buildings or meeting rooms) that you would recommend public meetings be held?

12. Do you have a particular meeting style you prefer? (Probes: discussions, formal presentations followed by Q&A's, informal, open house, workshops, small groups, and coffees)

13. Is there anyone else you think we should interview concerning the site? May we use your name? (Get names and phone numbers)

14. Is there anything else about the former Ravenna Army Ammunition Plant site that you would like to comment on?

Thank you for your time. Your information will be used as the Army plans their public involvement activities.

APPENDIX – H
RAVENNA ARMY AMMUNITION PLANT
RESTORATION ADVISORY BOARD INTEREST SURVEY

Name: _____

Address: _____

Telephone: (daytime) (_____)_____(evening) (____)_____

Restoration Advisory Board (RAB) members are expected to serve a two-year term and attend all RAB meetings. Duties and responsibilities will include reviewing and commenting on technical documents and activities associated with the environmental restoration program at Ravenna Army Ammunition Plant. Members will be expected to be available to the community members and groups they represent to facilitate the exchange of information and/or concerns between the community and the RAB. Participation in the RAB is voluntary, and members will not be financially compensated. Members will be selected by a selection panel and will be chosen to represent the diverse interests of the community.

Those who do not serve directly on the RAB can still participate in RAB activities. Interested members of the community will be included on the mailing list and invited to attend all RAB meetings, which are open to the public. Technical documents reviewed by the RAB will be made available to the public through the information repositories. The public will be able to comment on the technical documents either in writing to the installation or at the RAB meetings during a time set aside for public comments and inputs.

1. Do you have any specific environmental interests or concerns about the Ravenna Army Ammunition Plant? If so, please describe:

2. Why would you like to be considered for RAB membership?

3. Please describe your experience working as a member of a diverse group with common goals?

4. What is your background/experience/education regarding environmental issues?

5. The Community Co – Chairperson will be selected by the public members of the RAB. Please indicate whether or not you are interested in being considered for the Community Co – Chairperson Position by checking the box below and explain why.

_____ Yes, I would like to be considered for the Community Co – Chairperson Position.
Briefly explain why:

6. By submitting this signed application you:

- Are aware that being a RAB member involves a set time commitment;
- Understand that being a RAB member entails a willingness to work cooperatively with other RAB members to ensure the efficient and effective use of RAB time;
- Understand that serving on the RAB will be voluntary and RAB members will not receive compensation for their service;
- Understand the following Privacy Act information and how it applies to providing your name, address, and telephone number for this survey;

PRIVACY ACT NOTICE

Authority 10 U.S. code (USC) – 2705 © (USC)-42 U.S.C.-9620(f), State and local participation in cleanup of federal facilities. Principal Purpose: To identify members of the local community who are interested in participation in the RAB. Routine Uses: The requested information will be used to develop a list of interested persons from which the community members of the RAB will be selected. The information will also be used by the Army to contact the individuals who are selected. Disclosure of the requested information is voluntary. Failure to provide all the requested information may prevent selection to the RAB.

Applicant Signature

Date

Completed surveys should be mailed to:

Camp Ravenna
Attn: Headquarters (Becky Shreffler)
1438 State Route 534 SW
Newton Falls, Ohio 44444

Please contact Rebecca Shreffler at (330) 872-8010 or rebecca.shreffler@vistasciences.com for more information about the RAB or submitting a membership survey.

**APPENDIX – I
Example of a News Release**

13 March 2014

NEWS RELEASE

RAVENNA ARMY AMMUNITION PLANT RESTORATION PROGRAM

WHAT: RESTORATION ADVISORY BOARD (RAB) MEETING

LOCATION: Charlestown Township Hall

DATE: Wednesday, April 23, 2014

TIME: 6:00 – 7:40 P.M.

TOPICS:

- Technical Assistance for Public Participation (TAPP)
- Performance Based Contract Presentation & Award
- Stream Restoration

PUBLIC IS INVITED

For more information:

Please call the RAB Administrator at (330) 872-8010

Example of a Tour News Release

2 September 2013

RESTORATION ADVISORY BOARD MEMBER TOUR

RAVENNA ARMY AMMUNITION PLANT RESTORATION PROGRAM

WHAT: RESTORATION ADVISORY BOARD MEMBER TOUR

LOCATION: Main Gate, 8451 State Route 5 Ravenna, Ohio 44266

DATE: Wednesday, September 25, 2013

TIME: 6:00 – 8:00 P.M.

The following areas will be discussed/visited:

- Demolition Range
- Military Operations in Urban Terrain (MOUT)
- Facility-Wide Groundwater Well Locations

Access is controlled so please confirm attendance by contacting the RAB Administrator by Monday, September 16th at (330) 872-8010.

