

BEFORE THE ILLINOIS POLLUTION CONTROL BOARD

IN THE MATTER OF:)	
)	
STANDARDS AND REQUIREMENTS)	
FOR POTABLE WATER WELL)	
SURVEYS AND FOR COMMUNITY)	R06-023
RELATIONS ACTIVITIES)	(Rulemaking – Public Water)
PERFORMED IN CONJUNCTION)	
WITH AGENCY NOTICES OF)	
THREATS FROM CONTAMINATION)	
UNDER PA 94-134: NEW PART 35)	
ILL. ADM. CODE 1505)	

NOTICE OF FILING

TO: Ms. Dorothy M. Gunn	Amy Antonioli, Esq.
Clerk of the Board	Illinois Pollution Control Board
Illinois Pollution Control Board	James R. Thompson Center
100 West Randolph Street	100 West Randolph Street
Suite 11-500	Suite 11-500
Chicago, Illinois 60601	Chicago, Illinois 60601
(VIA ELECTRONIC MAIL)	(VIA FIRST CLASS MAIL)

(SEE PERSONS ON ATTACHED SERVICE LIST)

PLEASE TAKE NOTICE that I have today filed with the Office of the Clerk of the Illinois Pollution Control Board **COMMENTS OF THE ILLINOIS ENVIRONMENTAL REGULATORY GROUP**, a copy of which is herewith served upon you.

Respectfully submitted,

ILLINOIS ENVIRONMENTAL
REGULATORY GROUP,

By: /s/ Katherine D. Hodge
One of Its Attorneys

Dated: June 29, 2006

Katherine D. Hodge
Monica T. Rios
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CERTIFICATE OF SERVICE

I, Katherine D. Hodge, the undersigned, hereby certify that I have served the
attached **COMMENTS OF THE ILLINOIS ENVIRONMENTAL REGULATORY**

GROUP upon:

Ms. Dorothy M. Gunn
Clerk of the Board
Illinois Pollution Control Board
100 West Randolph Street
Suite 11-500
Chicago, Illinois 60601

via electronic mail on June 29, 2006; and upon:

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by depositing said documents in the United States Mail, postage prepaid, in Springfield,
Illinois, on June 29, 2006.

/s/ Katherine D. Hodge
Katherine D. Hodge

IERG:001/R Dockets/Filings/R06-23/COS – Comments of IERG

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ILL. ADM. CODE 1505)	

COMMENTS OF THE ILLINOIS ENVIRONMENTAL REGULATORY GROUP

NOW COMES the ILLINOIS ENVIRONMENTAL REGULATORY GROUP (“IERG”), by and through its attorneys, HODGE DWYER ZEMAN, and submits the following Comments in the above-referenced matter:

I. INTRODUCTION

IERG, a non-profit Illinois corporation, was organized to promote and advance the interests of its members before governmental agencies, such as the Illinois Environmental Protection Agency (the “Agency”), and before the Illinois Pollution Control Board (“Board”). IERG’s members include companies engaged in industry, commerce, manufacturing, agriculture, trade, transportation, or other related activities, and which persons, entities, or businesses are all regulated by governmental agencies that promulgate, administer, or enforce environmental laws, regulations, rules, or policies.

On behalf of its members, IERG has actively participated in the development of the proposed regulations by attending outreach meetings, discussing drafts of the proposal with the Agency, and testifying and commenting at the hearings. IERG has had

several opportunities to convey to the Agency and the Board its comments and suggestions regarding the proposed potable water well survey and community right to know regulations. IERG appreciates the Agency's responsiveness to IERG's comments in the early stages of the development of the regulations and also appreciates the Agency's recent revisions in response to IERG's comments regarding the clarification of the notice requirements in proposed Sections 1505.310(b) and 1505.315(b) and the revisions to proposed Appendix A to reflect the notice requirements for occupants.

IERG supports the Agency's proposed regulations as revised in the attached Exhibit A, which IERG received from the Agency on May 8, 2006. However, IERG would like to comment on several provisions of the regulations that still warrant revisions.

II. USE OF THE TERM "AUTHORIZED PARTY"

IERG supports the use of the term "authorized party" to replace the term "responsible party" and other terms describing persons performing community relations activities. However, the use of the new term should be consistent throughout Part 1505. Sections 1505.305(b)(2) and 1505.320 still reference the "responsible party." See proposed 35 Ill. Admin. Code §§ 1505.305(b)(2), 1505.320. IERG requests that the Board strike the term "responsible party" from these sections and replace the stricken language with the term "authorized party."

III. NOTIFICATION OF OCCUPANT

An issue that has continually been raised during this rulemaking concerns whether occupants, in addition to owners, have to be notified when there is a threat of

contamination to offsite properties. IERG maintains its position that the revised language requiring that occupants be notified to the “extent reasonably practicable” provides the necessary assurance that occupants will be notified if they can be identified and/or be reached. *See* proposed 35 Ill. Admin. Code §§ 1505.310(b)(2), 1505.315(b)(2)(D), 1505 Appendix A. Further, the statute requires only that owners be notified. 415 ILCS 5/25d-3(a)(1), (a)(2)(A).

IERG notes that the Agency, in its latest comments states, “the Agency remains committed to its proposed language for the inclusion of occupants on the contact lists.” Agency’s Post-Hearing Comments, *In the Matter of: Standards and Requirements for Potable Water Well Surveys and for Community Relations Activities Performed in Conjunction with Agency Notices of Threats from Contamination Under PA 94-134; New Part 35 Ill. Admin. Code 1505*, PCB No. R06-23 at 8 (Ill.Pol.Control.Bd. June 23, 2006). The Agency also states that in its own experience, it can be difficult to notify every occupant. *Id.* at 6. IERG agrees with the Agency on the use of the proposed language requiring notification of occupants to the “extent reasonably practicable.”

The Agency also noted in its post-hearing comments that the proposed community relations regulations require that the authorized party use reasonable measures to notify occupants, which must be described in submissions to the Agency. IERG concurs with the Agency assessment that its oversight in this regard ensures that the authorized party is taking all reasonably practicable steps to notify occupants. Thus, IERG respectfully requests that the Board adopt the Agency’s proposed language regarding notification of occupants.

IV. DOCUMENT REPOSITORY

Proposed Section 1505.320 requires that persons who develop a Community Relations Plan (“CRP”) must also establish a document repository at a World Wide Web site. *See* proposed 35 Ill. Admin. Code § 1505.320. This section also provides that upon request of one individual, the authorized party must provide the individual or group with a copy of a complete set of all the documents generated during the course of the community relations activities. *Id.* If further requests are made, the authorized party must establish a physical repository at a public location. *Id.*

The two tiered approach to providing the physical documents to the public is inefficient and potentially burdensome. IERG recommends that proposed Section 1505.320 be revised to require that once a single request is made for physical copies of the documents that a repository at a public location be established. Efficiency is better served by establishing a physical repository upon the initial request. This avoids the risk of the authorized party failing to provide supplemental and multiple sets of documents generated during the course of the community relations activities.

V. SECTION 1505.330

Proposed Section 1505.330 provides for Agency review of notices, contact lists, fact sheets, and CRPs. IERG has reviewed the section and supports the section’s intent; however, Section 1505.330(d), as drafted, is unclear particularly as it pertains to the Agency’s decision to pursue notification, seek cost recovery, and the ramifications for an authorized party. Further, Section 1505.330(d) describes the timeframe of the Agency’s approval or disapproval of submissions and the defenses available to the authorized party

to Agency cost recovery or enforcement actions. *See* proposed 35 Ill. Admin. Code § 1505.330(d). It is not IERG's intent to change the meaning of subsection (d), however, to clarify the section's intent, IERG recommends that the Board strike subsections (d) through (f) of the proposed regulations and replace the subsections with the following language:

Section 1505.330 Agency Reviews of Notices, Contact Lists, Fact Sheets, and
Community Relations Plans

* * *

- d) If the Agency disapproves of a notice, contact list, fact sheet, or CRP or approves of a notice, contact list, fact sheet, or CRP with conditions or modifications, the authorized party must submit a revised version of the document(s) to the Agency within ten days of receiving the Agency's disapproval or approval with conditions or modifications. The revised submittal should be prepared in consultation with the Agency.
- e) If the revised notice, contact list, fact sheet, or CRP is not received by the Agency within ten days, or if a revised document(s) is not approved on the second review, the Agency, in addition to any other remedies that may be available, may provide notice to the public and seek cost recovery from the authorized party pursuant to Title VI-D of the Act and/or pursue an enforcement action against the authorized party for failure to develop and implement an Agency-approved notice, contact list, fact sheet, or CRP.
 - 1) If the Agency initiates an action to obtain cost recovery for notification or for an alleged violation of the requirement to develop and implement an Agency-approved notice, contact list, fact sheet, or CRP against the authorized party, the authorized party, in addition to any other defenses against Agency actions that may be available to the authorized party, may use as a defense that the document(s) submitted to and rejected by the Agency satisfies the requirements for such documents as set forth in Sections 1505.310 and 1505.315 of this Part.
 - 2) The defense described in subsection (e)(1) does not limit the use of the defense in other circumstances where appropriate.

- f) The Agency will, to the extent consistent with review deadlines, provide the authorized party with a reasonable opportunity to correct deficiencies prior to sending a disapproval of a notice, contact list, fact sheet, or CRP or an approval with conditions or modification. However, the correction of such deficiencies by the submission of additional information may, in the sole discretion of the Agency considering the need for timely notification, restart the time for review.
- g) If the Agency does not issue its final determination on the notice, contact list, fact sheet, CRP, or updates of such documents within 30 days of the receipt of the documents, the document must be deemed approved as submitted.

VI. CONCLUSION

IERG supports the Agency's proposed rulemaking and again, appreciates the Agency's previous revisions to the proposed regulations. IERG respectfully requests the Board to consider its comments regarding the issues raised and adopt the revisions IERG has outlined here.

IERG reserves the right to supplement or modify these comments.

Respectfully submitted,

ILLINOIS ENVIRONMENTAL
REGULATORY GROUP,

By: /s/ Katherine D. Hodge
 One of its Attorneys

Dated: June 29, 2006

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IERG:001/R Dockets/Filings/R06-23/Comments of IERG

TITLE 35: ENVIRONMENTAL PROTECTION
SUBTITLE O: RIGHT TO KNOW
CHAPTER I: POLLUTION CONTROL BOARD

PART 1505

STANDARDS AND REQUIREMENTS FOR POTABLE WATER SUPPLY WELL SURVEYS
AND FOR COMMUNITY RELATIONS ACTIVITIES PERFORMED IN CONJUNCTION
WITH AGENCY NOTICES OF THREATS FROM CONTAMINATION

SUBPART A: GENERAL

Section	
1505.100	Purpose and Scope
1505.105	Applicability
1505.110	Definitions
1505.115	Severability

SUBPART B: STANDARDS AND REQUIREMENTS FOR POTABLE WATER SUPPLY
WELL SURVEYS

Section	
1505.200	Purpose and Scope
1505.205	Applicability
1505.210	Procedures for Potable Water Supply Well Surveys

SUBPART C: STANDARDS AND REQUIREMENTS FOR COMMUNITY RELATIONS
ACTIVITIES

Section	
1505.300	Purpose and Scope
1505.305	Applicability
1505.310	<u>Notices and Community Relations Plans for Limited Community Relations Activities</u> Contact Lists and Fact Sheets
1505.315	<u>Notices, Fact Sheets and Community Relations Plans for Expanded Community Relations Activities</u>
1505.320	Establishment of Document Repository
1505.325	Submission of <u>Notices, Contact Lists, Fact Sheets and Community Relations Plans</u> for Review
1505.330	Agency Reviews of <u>Notices, Contact Lists, Fact Sheets and Community Relations Plans</u>
1505.335	Implementation of Community Relations Plans and Distribution of <u>Notices and Fact Sheets; Compliance Monitoring and Records Retention</u>
1505.340	Compliance

APPENDIX A	Contents of A Model Community Relations Plan
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AUTHORITY: Implementing Sections 25d-3(c) and 25d-7(a) and authorized by Section 25d-7(a) of the Environmental Protection Act [415 ILCS 5/25d-3(c), 5/25d-7(a)].

SOURCE: Adopted in _____ at ____ Ill. Reg. _____, effective, _____, 200 ____.

NOTE: Italics denote statutory language.

SUBPART A: GENERAL

Section 1505.100 Purpose and Scope

The purpose of this Part is to set forth in accordance with Section 25d-7 of the Act [415 ILCS 5/25d-7] the minimum procedures for conducting potable water supply well surveys pursuant to applicable Board rules and for the documentation and reporting of the results of those surveys to the Agency. In addition, the purpose of this Part is to set forth in accordance with Section 25d-7 of the Act standards and requirements for the performance of community relations activities when the Agency has authorized a person ~~the responsible party~~ to provide the notice pursuant to subsections (a) and (c) of Section 25d-3 of the Act [415 ILCS 5/25d-3(a), 5/25d-3(c)] as part of the Agency-approved community relations activities. Subsection (a) of Section 25d-3 of the Act requires that the Agency provide notice under certain specified circumstances while subsection (c) of Section 25d-3 provides that the Agency may authorize a person ~~responsible party~~ who has implemented community relations activities to provide the notice in place of the Agency. The standards and requirements in Subpart C of this Part are for community relations activities performed by those authorized to provide notice in place of the Agency. This Part establishes the minimum standards and requirements for the performance of the potable water supply well surveys and the development, review, implementation and distribution of notices, fact sheets and community relations plans and the establishment and maintenance of document repositories.

Section 1505.105 Applicability

Subparts B and C of this Part contain separate and independent applicability provisions.

Section 1505.110 Definitions

Except as stated in this Section, or unless a different meaning of a word or term is clear from the context, the definitions of words or terms in this Part ~~are shall be~~ the same as those that applied to the same words or terms in Title I or Title VI-D of the Environmental Protection Act.

"Act" means the Environmental Protection Act. [415 ILCS 5]

"Agency" is the Illinois Environmental Protection Agency. [415 ILCS 5/3.105]

"Authorized party" means the person authorized by the Agency under subsection (c) of Section 25d-3 of the Act [415 ILCS 5/25d-3(c)] and Subpart C of this Part

to provide notice as part of Agency-approved community relations activities in lieu of a notice required to be given by the Agency.

"Board" is the Pollution Control Board. [415 ILCS 5/3.130]

~~“Community relations plan” or “CRP” means a plan containing goals, milestones, and specific tasks that will accomplish two-way communications between a party performing a response action and community members who may be interested in or affected by site contamination or activities at the remediation site.~~

“Contaminant” is any solid, liquid or gaseous matter, any odor, or any form of energy, from whatever source. [415 ILCS 5/3.165]

“Contamination” or “contaminate” when used in connection with groundwater, means water pollution of such groundwater. [415 ILCS 5/3.170]

"Person" means individual, trust, firm, joint stock company, joint venture, consortium, commercial entity, corporation (including a government corporation), partnership, association, state, municipality, commission, political subdivision of a state, or any interstate body, including the United States Government and each department, agency and instrumentality of the United States. [415 ILCS 5/58.2]

“Person performing a response action” means the person(s) taking responsibility for addressing a release by authorizing or approving the performance of a response action (e.g., Leaking Underground Storage Tank Program owner or operator, Site Remediation Program Remediation Applicant, permittees). The phrase does not include persons who have been hired or authorized to perform the response action by the person taking responsibility for the release or persons with whom the person taking responsibility for the release has contracted or subcontracted to perform the response action.

"Release" means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, but excludes any release which results in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer or such persons; emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine; release of source, byproduct, or special nuclear material from a nuclear incident, as those terms are defined in the federal Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under Section 170 of such Act; and the normal application of fertilizer. [415 ILCS 5/3.395]

“Response action” means any action or series of actions taken to address a release of contaminants or its effects as may be necessary or appropriate to protect human

health or the environment. A response action may include, but is not limited to, release investigation and characterization, soil remediation, and groundwater remediation.

Section 1505.115 Severability

If any provision of this Part is adjudged invalid, or if the application to any person or in any circumstance is adjudged invalid, such invalidity must shall not affect the validity of this Part as a whole or any Subpart, Section, subsection, sentence or clause thereof not adjudged invalid.

SUBPART B: STANDARDS AND REQUIREMENTS FOR POTABLE WATER SUPPLY
WELL SURVEYS

Section 1505.200 Purpose and Scope

The purpose of this Subpart B is to establish minimum standards and requirements for performing potable water supply well surveys to ensure that these wells are accurately identified and located so that impacts and potential impacts to such wells from soil or groundwater contamination, or both, can be identified. The effects of soil contamination on groundwater contamination are evaluated as the soil component of the groundwater ingestion exposure route using modeling as referenced in this Subpart B. This Subpart B sets forth the procedures persons subject to this Subpart B must shall use to perform potable water supply well surveys and for the documentation of the results of well surveys in reports to the Agency.

Section 1505.205 Applicability

- a) Except as provided in subsection (b) of this Section, this Subpart B applies to persons performing response actions pursuant to applicable Board rules. Whenever a response action for soil or groundwater contamination, or both, is required pursuant to applicable Board rules, the person subject to those rules must shall comply with the standards and requirements of this Subpart B when a well survey is required to determine the existence and location of potable water supply wells. When determining the existence and location of these wells, the person also must shall identify and locate setback zones and regulated recharge areas associated with the wells.
- 1) This Subpart B does not contain an independent requirement to perform a potable water supply well survey. If the Board rules governing the response action or Agency interpretations of those rules require the performance of a well survey as part of the response action, this Subpart B sets forth the minimum standards and requirements that must be satisfied when performing that well survey and preparing the documentation for submission to the Agency. In addition, the submission and review of well survey documentation and appeals of Agency final determinations concerning well survey procedures and reporting are subject to the rules governing the response action.

- 2) Applicable Board rules requiring potable water supply well surveys as part of response actions may supersede the requirements of this Subpart B only to the extent their express provisions are equivalent to or more stringent than the standards and requirements of this Subpart B.
- b) Persons performing response actions pursuant to applicable Board rules who already have initiated the response action for a release as of the effective date of this Part may be required by the Agency to perform an otherwise required potable water supply well survey in accordance with this Subpart B if:
 - 1) The Agency requires the performance of a well survey in accordance with the applicable Board rules; and
 - 2) The well survey has not been performed as of the effective date of this Part; or
 - 3) The well survey has been performed but has not been approved by the Agency as of the effective date of this Part and the well survey performed does not satisfy the requirements of this Subpart B.
- c) Nothing in this Subpart B is intended to prohibit the use of all or some of the standards and requirements set forth in this Subpart B in other rules or contexts as authorized by those rules, Board or court orders, or other applicable law.

Section 1505.210 Procedures for Potable Water Supply Well Surveys

- a) When applicable Board rules require a well survey to determine the existence and location of potable water supply wells, persons subject to this Subpart B must ~~shall~~ identify all private, semi-private, and non-community water system wells located at the property where the release occurred or within 200 feet of the property where the release occurred, all community water system (“CWS”) wells located at the property where the release occurred or within 2,500 feet of the property where the release occurred, and all setback zones and regulated recharge areas in which all or any portion of the property where the release occurred is located.
- b) Actions taken to identify the wells and associated protected areas must ~~shall~~ include, but are ~~be~~ not limited to, the following:
 - 1) Contacting the Agency’s Division of Public Water Supplies to identify community water system wells and associated setback zones and regulated recharge areas;
 - 2) Using current information from the Illinois State Geological Survey, the Illinois State Water Survey, and the Illinois Department of Public Health

(or the county or local health department delegated by the Illinois Department of Public Health to permit potable water supply wells) to identify potable water supply wells, other than community water system wells, and their setback zones; and

- 3) Contacting the local public water supply entities to identify properties that receive potable water from a public water supply.
- c) In addition to identifying potable water supply wells and associated protected areas pursuant to subsections (a) and (b) of this Section, persons subject to this Subpart B must shall expand the area of the potable water supply well survey if measured or modeled groundwater contamination extends beyond a boundary of the property where the release occurred in concentrations exceeding the applicable remediation objectives of 35 Ill. Adm. Code 742.Appendix B: Table E for the groundwater ingestion exposure route or the applicable groundwater quality standards at 35 Ill. Adm. Code 620 (e.g., Class I, Class III). If there is no Table E objective or Part 620 standard, the objective must shall be determined or approved by the Agency in accordance with 35 Ill. Adm. Code 620.Subpart F.
- 1) The extent of modeled groundwater contamination must shall be determined using the procedures of 35 Ill. Adm. Code 742 or another model or methodology approved by the Agency. When modeling the extent of groundwater contamination, the modeling must shall include the impact from soil contamination in concentrations exceeding the applicable remediation objectives for the soil component of the groundwater ingestion exposure route.
 - 2) At a minimum, the expanded well survey must shall identify the following:
 - A) All private, semi-private, and non-community water system wells located within 200 feet, and all community water system wells located within 2,500 feet, of the measured or and modeled extent of groundwater contamination exceeding the applicable remediation objectives of Part 742 or Part 620 remediation objectives for the groundwater ingestion exposure route or the applicable Part 620 groundwater quality standards; and
 - B) All setback zones and regulated recharge areas in which any portion of the measured or and modeled extent of groundwater contamination exceeding the applicable remediation objectives of Part 742 or Part 620 remediation objectives for the groundwater ingestion exposure route or the applicable Part 620 groundwater quality standards is located.

- d) The Agency may, based on site-specific circumstances or information collection deficiencies (e.g., incomplete, conflicting or imprecise information, information assembled from unverified sources), require additional investigation to determine the existence or location of potable water supply wells, setback zones or regulated recharge areas. The additional investigation may include, but ~~is shall~~ is not ~~be~~ limited to, physical well surveys (e.g., interviewing property owners, investigating individual properties for wellheads, distributing door hangers or other materials requesting information about the existence of potable wells).
- e) Documentation of a potable water supply well survey conducted in accordance with this Section must shall include, but is not ~~be~~ limited to, the following:
 - 1) One or more maps to a scale clearly showing the following:
 - A) The locations of the community water system wells and other potable water supply wells identified pursuant to this Section; and
 - B) The location and extent of setback zones and regulated recharge areas identified pursuant to this Section.
 - 2) The maps showing the well locations, setback zones and regulated recharge areas pursuant to subsection (e)(1) of this Section must shall show those areas in relation to the measured or and modeled extent of groundwater contamination exceeding the applicable remediation objectives of Part 742 ~~or Part 620~~ for the groundwater ingestion exposure route or the applicable Part 620 groundwater quality standards.
 - 3) One or more tables listing the applicable setback zones and regulated recharge areas for each community water system well and other potable water supply wells identified pursuant to this Section; and
 - 4) A narrative that, at a minimum, identifies each entity contacted to identify potable water supply wells and protected areas pursuant to this Section, the name and title of each person contacted at each entity, and field observations, if any, associated with the identification and location of potable water supply wells.

SUBPART C: STANDARDS AND REQUIREMENTS FOR COMMUNITY RELATIONS
ACTIVITIES

Section 1505.300 Purpose and Scope

- a) The purpose of this Subpart C is to establish the minimum standards and requirements for the development and implementation of community relations activities in accordance with Section 25d-7 of the Act when the Agency has

authorized a person ~~the responsible party~~ to provide the notice pursuant to subsections (a) and (c) of Section 25d-3 of the Act as part of the Agency-approved community relations activities. In addition, it is the purpose of this Part to ensure that these community relations activities fully inform communities and individuals in a timely manner about offsite impacts or potential impacts from soil or groundwater contamination, or both, and the responses to such impacts. This Subpart C contains requirements for the content, submission for review, distribution and implementation of notices, contact lists, fact sheets and community relations plans, and the establishment and maintenance of document repositories.

- b) Subpart C not a limitation:
 - 1) This Subpart C establishes minimum requirements for community relations activities when such activities are to be performed in place of a notice by the Agency in accordance with subsection (a) of Section 25d-3 of the Act. Nothing in this Subpart C is intended to prohibit or prevent a person from implementing other community relations activities sooner than required by this Subpart or under circumstances in addition to those described in this Subpart. The Agency may recommend that community relations activities be performed at other times and under other circumstances and may offer assistance with development and implementation of such activities where resources permit.
 - 2) Nothing in this Subpart C is intended to limit in any way the Agency's authority to provide independent notice of threats of exposure to the public from soil or groundwater contamination, or both, in accordance with Title VI-D of the Act [415 ILCS 5/25d-1 – 25d-10] and implementing rules or under any other authority.

Section 1505.305 Applicability

- a) Whenever the Agency determines that it must provide notice pursuant to subsection (a) of Section 25d-3 of the Act, the Agency may authorize a person ~~the responsible party~~ to provide the notice as part of the Agency-approved community relations activities developed and implemented in accordance with this Subpart C.
- b) Nothing in this Subpart C requires the development and implementation of community relations activities in accordance with this Subpart unless:
 - 1) The Agency notifies the person ~~responsible party~~ in writing that a notice must be issued under subsection (a) of Section 25d-3 of the Act;
 - 2) As a part of the written notice to the responsible party, the Agency offers the person ~~responsible party~~ the opportunity to provide the notice in lieu of the Agency issuing the notice; and

- 3) The ~~person responsible party~~ accepts the Agency's offer and notifies the Agency in writing within seven days of receipt of the Agency's offer (unless a longer period of time is provided in the Agency's notice letter) that it intends to provide the notice as part of the community relations activities developed and implemented in accordance with Subpart C of this Part in lieu of the Agency providing the notice.
- c) Nothing in this Subpart C is intended to prohibit the use of all or some of the standards and requirements set forth in this Subpart C in other rules or contexts as authorized by those rules, Board or court orders, or other applicable law.

Section 1505.310 Notices and Community Relations Plans for Limited Community Relations Activities Contact Lists and Fact Sheets

- a) Authorized parties must ~~Persons authorized by the Agency to provide notice pursuant to subsections (a) and (c) of Section 25d-3 of the Act as part of community relations activities shall~~ comply with community relations requirements in ~~subsection (b) of this Section~~ if:
 - 1) Measured or modeled groundwater contamination from the site where the release occurred (including the impact from soil contamination in concentrations exceeding the applicable remediation objectives for the soil component of the groundwater ingestion exposure route) poses a threat above the Class I groundwater quality standards at 35 Ill. Adm. Code 620 at five or fewer offsite private, semi-private or non-community water system wells; or
 - 2) Offsite soil contamination from the site where the release occurred poses a threat of exposure to the public above the appropriate Tier 1 remediation objectives for the current use(s) at five or fewer offsite properties.
- b) An authorized party ~~The person authorized to provide notice as part of community relations activities and~~ within the limits set forth in subsection (a) of this Section must shall develop a notice and a community relations plan (CRP) consisting of a contact list and develop and distribute a fact sheet in accordance with this subsection (b).
 - 1) Notices issued under subsection (c) of Section 25d-3 of the Act and this Part must be distributed in accordance with Section 1505.335 of this Part to the contact list as derived from subsection (b)(2) of this Section and may contain the following information:
 - A) The name and address of the site or facility where the release occurred or is suspected to have occurred;

- B) The identification of the contaminant released or suspected to have been released;
 - C) Information as to whether the contaminant was released or suspected to have been released into the air, land, or water;
 - D) A brief description of the potential adverse health effects posed by the contaminant;
 - E) A recommendation that water systems with wells impacted or potentially impacted by the contamination be appropriately tested; and
 - F) The name, business address, and phone number of persons at the Agency from whom additional information about the release or suspected release can be obtained. [415 ILCS 5/25d-3(c)]
- 2+) The authorized party person ~~must shall~~ prepare a contact list including, but not limited to, the following affected, potentially affected or interested persons, as applicable:
- A) Owners of properties served by private, semi-private or non-community water system wells that have been or may be impacted by groundwater contamination from the release;
 - B) Owners of offsite properties with soil contamination posing a threat of exposure above the appropriate Tier 1 remediation objectives for the current use(s);
 - C) Occupants of the properties identified in subsections (b)(~~2~~)(~~+~~)(A) and (b)(~~2~~)(~~+~~)(B) of this Section to the extent reasonably practicable. The contact list must shall include the methods by which the responsible party has attempted to identify the occupants;
 - D) Owners of properties without potable water supply wells but with groundwater that has been or may be impacted by groundwater contamination from the release; and
 - E) Officials of each unit of government serving the affected properties, including state and federal legislators, county board chairs and county clerks, township supervisors, and mayor or village presidents and city or village clerks. Officials of specialized districts (e.g., school, drainage, park districts) may be excluded from the contact list unless required pursuant to subsections (b)(~~2~~)(~~+~~)(A) through (b)(~~2~~)(~~+~~)(D) of this Section.

- 32) The authorized party ~~person~~ must ~~shall~~ develop a fact sheet for the release and response action. The fact sheet must ~~shall~~ be distributed in accordance with Section 1505.335 of this Part to the contact list as derived from subsection (b)(2)(4) of this Section. The fact sheet must ~~shall~~ be written clearly and concisely in non-technical, non-legal terminology. The fact sheet and any required updates, must ~~shall~~ contain, at a minimum, the following information to the extent available:
- A) The nature and extent of the contaminants identified on and off the site where the release occurred;
 - B) A brief description of the pathways of potential exposure and the potential adverse public health effects posed by the contaminants;
 - C) A description of any precautionary measures affected or potentially affected parties should take to avoid or reduce potential public health impacts, including potable well sampling and analysis recommendations, as appropriate;
 - D) A non-technical description of the steps that are proposed to address the contamination including, but not limited to, soil excavation and treatment, disposal or redistribution, pump-and-treat, bio-remediation, reliance on engineered barriers or institutional controls, groundwater monitoring, and so forth;
 - E) The anticipated remediation schedule through completion of the project, including any operation, maintenance or monitoring following construction of the remedy;
 - F) The nature of the closure documentation expected from the Agency (e.g., focused or comprehensive No Further Remediation ("NFR") Letter, permit modification, reliance on engineered barriers or institutional controls);
 - G) The date of preparation of the fact sheet, the name of the representative(s) of the business, site or facility from whom information and site-related documents may be obtained, and e-mail address, postal address and telephone number where the representative(s) can be reached; and
 - H) The name, e-mail address, postal address and telephone number of the Agency's designated staff person and a statement that additional information and site-related documents may be available by contacting the Agency's designated staff person or by filing a request for site-specific information with the appropriate Agency

bureau in accordance with the Freedom of Information Act (5 ILCS 140).

- c) For information that is not available when a fact sheet is prepared pursuant to subsection (b)(3)(2) of this Section, the submission of the fact sheet to the Agency for review must ~~shall~~ be accompanied by an explanation of why the information is unavailable at the time of the submission of the fact sheet and an estimate of when the missing information will be supplied in a revised fact sheet.
- d) Fact sheets and contact lists developed in accordance with this Section must ~~shall~~ be updated and redistributed whenever new information is obtained or developed or circumstances change so that there is a material change to the information required or provided in the fact sheet (e.g., completion of site investigation and characterization of the nature and extent of contaminants, higher concentrations of contaminants than previously detected, evidence of additional contaminants of concern or of a larger area affected by contamination, approval of plans or reports, completion of response action activities).

Section 1505.315 Notices, Fact Sheets, and Community Relations Plans ~~Plan~~ for Expanded Community Relations Activities

- a) Authorized parties must ~~Persons authorized by the Agency to provide notice pursuant to subsections (a) and (c) of the Act as part of community relations activities shall~~ comply with the community relations requirements in ~~subsection (b) of this Section~~ if:
 - 1) Measured or modeled groundwater contamination from the site where the release occurred (including the impact from soil contamination in concentrations exceeding the applicable remediation objectives for the soil component of the groundwater ingestion exposure route) poses a threat above the Class I groundwater quality standards at 35 Ill. Adm. Code 620 at more than five offsite private, semi-private or non-community water system wells or one or more community water system wells; or
 - 2) Offsite soil contamination from the site where the release occurred poses a threat of exposure to the public above the appropriate Tier 1 remediation objectives for the current use(s) at more than five offsite properties.
- b) An authorized party ~~The person authorized to provide notice as part of community relations activities and~~ exceeding the limits set forth in subsection (a) of this Section must ~~shall~~ develop ~~and implement~~ a notice and a community relations plan and fact sheet in accordance with this subsection (b). Section 1505.Appendix A of this Part contains the outline of a model community relations plan that may be appropriate for a site subject to this Section. ~~would be appropriate for a complex site.~~

- 1) Notices must be developed in accordance with subsection (b)(1) of Section 1505.310 of this Part and distributed in accordance with Section 1505.335 of this Part to the contact list as derived from subsection (b)(2)(D) of this Section.

- 2+) The CRP must be implemented in accordance with Section 1505.335 of this Part and must ~~shall~~ include, but is not be limited to, the following elements to the extent related to the contaminants being addressed in the response action:
 - A) A description of the site or facility and details of the release and any related soil or groundwater contamination;
 - B) A list of community issues and concerns collected from affected, potentially affected, and interested parties identified though the process outlined in subsection (b)(~~2~~)(+)(D) of this Section;
 - C) A community relations program including elements of outreach, methods for maintaining a dialogue with affected, potentially affected, and interested parties, and a schedule for activities and objectives; and
 - D) The process for identifying and updating the contact list, which must ~~shall~~ consist of affected, potentially affected, and interested parties including, but not limited to:
 - i) Owners of properties served by private, semi-private or non-community water systems that have been or may be impacted by groundwater contamination from the release;
 - ii) Owners and operators of community water system wells that have been or may be impacted by groundwater contamination from the release;
 - iii) Owners of properties without potable water supply wells but with groundwater that has been or may be impacted by groundwater contamination from the release;
 - iv) Owners of offsite properties with soil contamination posing a threat of exposure above the appropriate Tier 1 remediation objectives for the current use(s);
 - v) Occupants of the properties identified in subsections (b)(~~2~~)(+)(D)(i) and (b)(~~2~~)(+)(D)(iv) of this Section to the extent reasonably practicable. The community relations

plan must shall include the methods by which the responsible party will attempt to identify the occupants;

- vi) Local, state and federal officials whose jurisdiction covers the affected and potentially affected properties including: mayor or village president, city or village clerk, township supervisors, county board chair and county clerk, city and county health department administrator; state and federal legislators; and
- vii) Citizens, identified groups, organizations or businesses within a minimum of 1000 feet from the site where the release occurred that may have an interest in learning about affected and potentially affected properties (e.g., public and private school administrator(s), Parent-Teacher Association (PTA) leader(s); day care center, senior center and nursing home management; neighborhood or homeowner association or other community leader(s) as identified; hospital and clinic management; and recognized environmental or citizen advisory groups). If approved by the Agency, the initial minimum distance of 1000 feet may be expanded or contracted as the CRP and contact list are updated based on new information developed during the response action.

32) Along with the development of a notice and CRP in accordance with subsections subsection (b)(1) and (b)(2) of this Section, the authorized party persons subject to this subsection (b) must shall develop and distribute a fact sheet for the release and response action. The fact sheet must shall be distributed in accordance with Section 1505.335 of this Part to the contact list as derived from in subsection (b)(2)(1)(D) of this Section. The fact sheet must shall be written clearly and concisely in non-technical, non-legal terminology. If a significant portion of the population surrounding the site where the release occurred is non-English speaking, the fact sheet must shall be produced and distributed in both English and the other predominant language. The fact sheet and any required updates must shall contain, at a minimum, the following information to the extent available:

- A) The nature and extent of the contaminants identified on-site and offsite of the site where the release occurred;
- B) A brief description of the pathways of potential exposure and the potential adverse public health effects posed by the contaminants;

- C) A description of any precautionary measures affected or potentially affected parties should take to avoid or reduce potential public health impacts, including potable well sampling recommendations, as appropriate;
 - D) A non-technical description of the steps that are proposed to address the contamination including, but not limited to, soil excavation and treatment, disposal or redistribution, pump-and-treat, bio-remediation, reliance on engineered barriers or institutional controls, groundwater monitoring, and so forth;
 - E) The anticipated remediation schedule through completion of the project, including any operation, maintenance or monitoring following construction of the remedy;
 - F) The nature of the closure documentation expected from the Agency (e.g., focused or comprehensive NFR Letter, permit modification, reliance on engineered barriers or institutional controls);
 - G) Responses to key community concerns as expressed by affected, potentially affected and interested parties;
 - H) The World Wide Web address of the Document Repository established pursuant to Section 1505.320 of this Part and the address and hours of the document repository established at a physical location, if also required pursuant to Section 1505.320 of this Part;
 - I) The date of preparation of the fact sheet, the name of the representative(s) of the business, site or facility from whom information and copies of repository and other site-related documents may be obtained, and e-mail address, postal address and telephone number where the representative(s) can be reached; and
 - J) The name, e-mail address, postal address and telephone number of the Agency's designated staff person and a statement that additional information and site-related documents may be available by contacting the Agency's designated staff person or by filing a request for site-specific information with the appropriate Agency bureau in accordance with the Freedom of Information Act (5 ILCS 140).
- c) For information that is not available when a fact sheet is prepared pursuant to subsection (b)(3)(2) of this Section, the submission of the fact sheet to the Agency for review must ~~shall~~ be accompanied by an explanation of why the information is

unavailable at the time of the submission of the fact sheet and an estimate of when the missing information will be supplied in a revised fact sheet.

- d) Updates:
- 1) Fact sheets developed in accordance with subsection (b)(2) of this Section ~~must shall~~ be updated and redistributed whenever new information is obtained or developed or circumstances change so that there is a material change to the information required or provided in the fact sheet (e.g., completion of site investigation and characterization of the nature and extent of contaminants, higher concentrations of contaminants than previously detected, evidence of additional contaminants of concern or of a larger area affected by contamination, approval of plans or reports, completion of response action activities).
 - 2) The CRP including, but not limited to, the contact list ~~must shall~~ be reviewed on a regular basis and updated, as necessary, to ensure that timely and accurate information is provided to affected, potentially affected and interested parties and communities about releases of contaminants with actual or potential impacts to offsite wells, offsite property uses, or both. A current version of the publicly available CRP ~~must shall~~ be kept in the document repository described in Section 1505.320.

Section 1505.320 Establishment of Document Repository

~~Authorized parties~~ Persons developing a CRP pursuant to Section 1505.315 of this Part also ~~must shall~~ establish a document repository for the purpose of displaying documents and providing copies of those documents. The document repository ~~must shall~~ be established at a World Wide Web site. ~~unless the person authorized to provide the notice as part of community relations activities or the Agency receives a request for a document repository at a physical location.~~ A document repository at a physical location also must be established if a request for a repository at a physical location is made to the responsible party or to the Agency. If an individual requests a document repository at a physical location, the ~~authorized party person authorized to provide the notice~~ may satisfy the request by providing a complete set of copies of the documents to the party making the request. If two or more individuals, one or more groups of individuals (e.g., citizen or neighborhood groups, civic organizations), or a local government official or administrator requests a document repository at a physical location, the ~~authorized party person authorized to provide the notice~~ must shall establish and maintain the document repository at both a World Wide Web site and at a physical location as described under subsection (c) of this Section.

- a) The document repository ~~must shall~~ include the notice, community relations plan, all public notices (e.g., proof of publication for newspaper or other published notices, letters, door hangers, or other forms of public notification), all fact sheets, all applications, plans and reports submitted to the Agency for review and

approval and subsequent Agency comment packages, and all final determinations by the Agency, such as a No Further Remediation Letter, permit modification, or other project completion documentation.

- 1) The authorized party ~~person~~ must ~~shall~~ update the repository promptly and continuously as notices, fact sheets, plans, reports, comment packages and Agency decisions are generated throughout the process.
 - 2) The documents must ~~shall~~ be created, organized and indexed so that affected, potentially affected, or interested persons can identify, locate and download documents of interest.
 - 3) The repository must ~~shall~~ include the business, site or facility representative's e-mail, postal address and telephone number where inquiries can be directed and persons can request copies of repository documents and other site-related documents by mail.
- b) Repositories at World Wide Web sites:
- 1) The documents must be in a readily available format for downloading and printing (e.g, portable document format (.pdf), graphic interchange format (.gif), tagged image file format (.tiff); joint photographic group format (.jpgf)) with links to web sites where software to view and print the documents may be downloaded.
 - 2) Documents that cannot be converted to a readily available format for downloading and printing must be described in the document index, identified as available upon request, and made available in accordance with subsection (a)(3) of this Section.
 - 3) System capacity must be sufficient to support the viewing and downloading of the documents in the repository and to accommodate the anticipated number of viewers.
- c) Repositories at physical locations:
- 1) Repositories established at physical locations must ~~shall~~ be established no later than ten business days after receipt of a request for a repository at a physical location or receipt of the Agency's notification that a request has been made to the Agency, whichever is earlier.
 - 2) Repositories established at a physical location must ~~shall~~ be at a public location (e.g., public library, city hall) and open to the public at times convenient to affected, potentially affected, or interested persons.

- d) Information deemed trade secrets or non-disclosable in accordance with Board procedures at 35 Ill. Adm. Code 130 or Agency procedures at 2 Ill. Adm. Code 1828 may be redacted or excluded from the repository consistent with the requirement for providing the public all documents that have not been deemed confidential. Information to be added to the document repository also must shall be screened to ensure that personal information identifying affected, potentially affected, or interested persons or their exact property locations is are not disclosed.
- e) The document repository may be discontinued no less than 180 days after the recording of the NFR Letter or the issuance of other project completion documentation by the Agency (e.g., permit modification, closure letter, "4(y) letter" [415 ILCS 5/4(y)]).

Section 1505.325 Submission of Notices, Contact Lists, Fact Sheets and Community Relations Plans for Review

- a) Except as provided in subsection (b) of this Section or subsection (d) of Section 1505.330 of this Part, ~~authorized parties persons accepting the Agency's offer to provide notice pursuant to subsections (a) and (c) of Section 25d-3 of the Act as part of community relations activities~~ must shall, within 30 days of the date of their acceptance:
 - 1) Submit to the Agency a notice and community relations plan fact sheet and contact list satisfying the requirements of subsection (b) of Section 1505.310 of this Part or a notice, CRP, fact sheet and contact list satisfying the requirements of subsection (b) of Section 1505.315 of this Part; and
 - 2) Establish a web site document repository if required in accordance with Section 1505.320 of this Part.
- b) Updates of CRPs, fact sheets or both and updates of contact lists prepared pursuant to subsection (d) of Section 1505.310 or subsection (d) of Section 1505.315 of this Part also must shall be submitted for Agency review in accordance with subsection (a) of this Section except that the updates must shall be submitted to the Agency within ten days of preparing the revised CRP or developing or obtaining new information that would materially change the information required or provided in the fact sheet.
- c) If authorized by the Agency, CRPs, notices, contact lists or fact sheets may be filed in specified electronic formats.

Section 1505.330 Agency Reviews of Notices, Contact Lists, Fact Sheets and Community Relations Plans

- a) The Agency ~~has shall~~ have 30 days from receipt of a notice, contact list, fact sheet, CRP, or updates of such documents to conduct a review and approve or disapprove of the document(s) CRP or fact sheet or approve of the document(s) CRP or fact sheet with conditions or modifications. All reviews must shall be based on the standards for review set forth in subsection (b) of this Section.
- 1) The Agency's record of the date of receipt of a notice, contact list, fact sheet or CRP ~~will shall~~ be deemed conclusive unless a contrary date is proved by a signed, dated receipt from the Agency or certified mail or registered mail.
 - 2) Authorized parties ~~Persons subject to this Subpart C~~ may waive the time period for review upon a request from the Agency or at the authorized party's ~~person's~~ discretion.
- b) When reviewing a notice, contact list, fact sheet or CRP, the Agency must shall consider:
- 1) Whether the notice complies with the requirements of subsection (b) of Section 1505.310 of this Part or subsection (b) of Section 1505.315 of this Part;
 - ~~21~~ 2) Whether the CRP contains the elements required by subsection (b) of Section 1505.315 of this Part;
 - ~~32~~ 3) Whether the fact sheet contains the elements required by subsection (b) of Section 1505.310 of this Part or subsection (b) of Section 1505.315 of this Part including, but not limited to, any explanation of why specified information is unavailable at the time of the submission of the fact sheet and an estimate of when the missing information will be supplied in a revised fact sheet;
 - ~~43~~ 4) Whether the information in the notice, contact list, fact sheet or CRP is consistent with the information contained in the Agency's records and any field observations; and
 - ~~54~~ 5) Whether authorized parties ~~the persons subject to this Subpart C~~ have clearly defined:
 - A) Persons required to be included in the contact list for notices and fact sheets in accordance with subsection (b) of Section 1505.310 of this Part or subsection (b) of Section 1505.315 of this Part; or
 - B) The demographics of nearby populations that may be affected by or concerned about site activities for purposes of notification under

the CRP including, but not limited to, residences, businesses, day care centers, schools, nursing homes, hospitals and clinics.

- c) Upon completion of the review, the Agency ~~must shall~~ notify the authorized party submitter in writing whether the notice, contact list, fact sheet or CRP is and accompanying fact sheet are approved, approved with conditions or modifications, or disapproved. The notification ~~must shall~~ be made by certified or registered mail postmarked with a date stamp and with return receipt requested. If the Agency disapproves a document fact sheet or CRP, or approves a document fact sheet or CRP with conditions or modifications, the notification ~~must shall~~ contain the following information, as applicable:
- 1) An explanation of the specific information or documentation, if any, that the Agency determines the authorized party submitter did not provide or is inconsistent with the information contained in the Agency's records and any field observations;
 - 2) A list of the provisions of this Part that may be violated if the document fact sheet or CRP is approved as submitted;
 - 3) A statement of the reasons why the provisions cited in subsection (c)(2) of this Section may be violated if the document fact sheet or CRP is approved as submitted; and
 - 4) An explanation of the reasons for conditions or modifications if conditions or modifications are required.
- d) If the Agency disapproves of a notice, contact list, fact sheet or CRP or approves of a notice, contact list, fact sheet or CRP with conditions or modifications, the authorized party submitter ~~must shall~~ submit a revised version of the document(s) fact sheet, CRP, or both to the Agency within ten days of receiving the Agency's denial. If the revised notice, contact list, fact sheet, or CRP is ~~or both are~~ not received by the Agency within ten days, or if a revised document(s) is fact sheet or CRP are not approved on the second Agency review, the Agency, in addition to any other remedies that may be available, may provide notice to the public and seek cost recovery from the authorized party submitter pursuant to Title VI-D of the Act, pursue an enforcement action against the authorized party submitter for failure to develop and implement an Agency-approved notice, contact list, fact sheet or CRP, or both. In addition to any other defenses that may be available to the authorized party submitter, it ~~is shall~~ be a defense to an Agency action to obtain cost recovery for notification or for an alleged violation of the requirement to develop and implement an Agency-approved notice, contact list, fact sheet or CRP that the document(s) fact sheet or CRP submitted to the Agency and rejected satisfies the requirements for such documents as set forth in Sections 1505.310 and 1505.315 of this Part. This provision does not limit the use of this defense in other circumstances where appropriate.

- e) The Agency ~~will~~ may, to the extent consistent with review deadlines, provide the authorized party submitter with a reasonable opportunity to correct deficiencies prior to sending a disapproval of a notice, contact list, fact sheet or CRP or an approval with conditions or modifications. However, the correction of such deficiencies by the submission of additional information may, in the sole discretion of the Agency, restart the time for review.
- f) If the Agency does not issue its final determination on the notice, contact list, fact sheet, CRP, or updates of such documents within 30 days of the receipt of the document, the document must ~~shall~~ be deemed approved as submitted.

Section 1505.335 Implementation of Community Relations Plans and Distribution of Notices and Fact Sheets; ~~Compliance Monitoring and Records Retention~~

- a) Implementation of the CRP or distribution of a notice or fact sheet must ~~shall~~ begin within five days of receipt of the Agency's approval of the document(s) CRP or the fact sheet or within ten days of the date the document(s) is deemed approved pursuant to subsection (f) of Section 1505.330 of this Part.
- ~~b) Compliance monitoring:~~
- b1) ~~Authorized parties~~ Persons authorized by the Agency to provide notice pursuant to subsections (a) and (c) of Section 25d-3 of the Act as part of community relations activities must ~~shall~~:
 - 1A) Provide to the Agency copies of all public notices (including, but not limited to, proof of publication for newspaper or other published notices), news releases, letters, door hangers, or other forms of public notification; and
 - 2B) Inform the Agency in writing two weeks in advance of plans to hold public meetings or press conferences about site activities or developments.
- ~~2) The Agency may monitor the implementation of approved CRPs, the distribution of approved fact sheets, and the establishment and maintenance of document repositories. Steps taken by the Agency to monitor these activities may include, but shall not be limited to:~~
 - ~~A) Independently contacting affected, potentially affected and interested persons concerning the type, completeness and timeliness of information provided under the fact sheet or CRP and at the document repository;~~
 - ~~B) Cross-checking documentation received and generated by the Agency with documentation placed in the document repository;~~

- ~~C) — Attending scheduled public meetings to monitor presentations and to lend Agency perspective; and~~
 - ~~D) — Making site visits to verify descriptions of site conditions and activities as stated in community relations activities.~~
- c) Authorized parties must ~~The person authorized by the Agency to provide notice pursuant to subsections (a) and (e) of Section 25d-3 of the Act as part of community relations activities shall~~ retain records and documents demonstrating compliance with the requirements of this Subpart C for at least one year after the recording of the NFR Letter or the issuance of other project completion documentation by the Agency (e.g., permit modification, closure letter, “4(y) letter” [415 ILCS 5/4(y)]). The retention period for the records and documents is extended automatically during the course of any disputes or unresolved enforcement actions regarding the community relations activities or as requested in writing by the Agency. Records may be preserved and presented in an electronic format.

Section 1505.340 Compliance

An authorized party must not ~~No person authorized by the Agency to provide notice pursuant to subsections (a) and (e) of Section 25d-3 of the Act as part of community relations activities shall~~ fail to comply with the requirements of this Subpart C or the provisions of community relations activities approved by the Agency.

Section 1505.APPENDIX A

Contents of A Model Community Relations Plan

This Appendix A lists the four key elements of a community relations plan for an authorized party proceeding under Section 1505.315 of this Part and several factors that might ~~should~~ be included with each element in a community relations plan prepared for the a complex site where the release occurred. Unless otherwise required by rule, all the factors listed with each element may not be necessary for each site developing and implementing a community relations plan pursuant to Section 1505.315 of this Part, 1505; but each factor should be considered when developing the any community relations plan.

1. Site/Facility Description: The CRP should provide for the development a brief overview of the site where the release occurred including, but not limited to, a description of the business, site or facility, its current operations, previous land uses and previous remedial activities; the nature and extent of known contamination; and the known or potential threat to public health and the environment. The overview should include a map to an appropriate scale detailing the site location and surrounding area and showing roads and streets, homes and businesses, and geographic and other significant features.
2. Community Issues and Concerns: The CRP should provide for the development of a brief summary of the demographics of the area surrounding the site where the release occurred including, but not limited to, the approximate percentage of non-English speaking persons among the affected, potentially affected, and interested parties and their preferred language, key community concerns, and any preferred methods of communication as learned through research work, interviews and surveys of a representative sample of affected, potentially affected and interested parties identified through the process outlined in the fourth element below.
3. Community Relations Program: The CRP should describe the community relations program objectives, action plan and schedule to keep affected, potentially affected and interested parties apprised of conditions at the site, response actions, and actual or potential public health impacts. This section also should explain how the public will be notified of mailings or meetings. The contact person(s) and contact information for public inquiries should be clearly defined. Additionally, details about the location of, and access to, the document repository should be outlined in this section of the CRP.
4. Contact List: The CRP should outline the process for identifying and updating a contact list and developing a contact database of affected, potentially affected, and interested parties including, but not limited to:
 - A.* Owners ~~and occupants~~ of properties served by private, semi-private or non-community water systems that have been or may be impacted by groundwater contamination from the release;
 - B.* Owners and operators of community water system wells that have been or may be impacted by groundwater contamination from the release;

- C.^{*} Owners of properties without potable water supply wells but with groundwater that has been or may be impacted by groundwater contamination from the release;
- D.^{*} Owners ~~and occupants~~ of offsite properties with soil contamination posing a threat of exposure above the appropriate Tier 1 remediation objectives for the current use(s);
- E. Occupants of properties identified in paragraphs A and D to the extent reasonably practicable. The community relations plan must include the methods by which the responsible party will attempt to identify the occupants;
- F.^{*} Local, state and federal officials whose jurisdiction covers the affected and potentially affected properties including: mayor or village president, city or village clerk, township supervisors, county board chair and county clerk, city and county health department administrator; state and federal legislators; and
- G.^{*} Citizens, identified groups, organizations or businesses within a minimum of 1000 feet from the site where the release occurred that may have an interest in learning about affected and potentially affected properties (e.g., public and private school administrator(s), Parent-Teacher Association (PTA) leader(s); day care center, senior center and nursing home management; neighborhood or homeowner association or other community leader(s) as identified; hospital and clinic management; and recognized environmental or citizen advisory groups). If approved by the Agency, the initial minimum distance of 1000 feet may be expanded or contracted as the CRP and contact list are updated based on new information developed during the response action.