

Public Notice Requirements for Site Remediation in Environmental Justice Areas

1. Review “Guidance Policy for Considering Environmental Justice in the Review of Investigation and Remediation of Contaminated Properties.”
2. Documents to be included in the Pre-Site Investigation Public Notification Package:
 - Pre-Site Investigation Notification Cover Letter (to be written by the Performing Party and submitted via E-mail to the Department for approval, issued in both English and the predominant language of the area)
 - Site Specific Fact Sheet (to be written by the Performing Party and submitted via E-mail to the Department for approval, issued in both English and the predominant language of the area)
 - “DEM’s Site Remediation Program & Environmental Justice” Fact Sheet (available in English, French, Haitian Creole, Khmer, Portuguese, Simplified Chinese, & Spanish)
3. Documents to be posted in the community:
 - Pre-Site Investigation Notification Cover Letter
 - Site Specific Fact Sheet
 - “DEM’s Site Remediation Program & Environmental Justice” Fact Sheet
4. Requirements for Sign Posted at the Site:
 - At least four (4) feet by six (6) feet in size
 - Shall be posted for at least thirty (30) days minimum and from a date one week prior to the initiation of field work for the Site Investigation to a date at least one week following the issuance of either an Interim Letter of Compliance or Letter of Compliance or other official communication from the Department that no further action is necessary, or for a twelve (12) month maximum period.
 - Maintained in legible condition by the Performing Party
 - Clearly visible from nearest public highway/road
 - Include the name/phone number/address of an individual from who any interested person may obtain information about the site or remediation and any web site address containing such information
5. Documents to be Included in the Post-Site Investigation Package:
 - Post-Site Investigation Cover Letter (to be written by the Performing Party and submitted to the Department via E-mail for approval, issued in both English and the predominant language of the area)
 - Updated Site Specific Fact Sheet (to be written by the Performing Party and submitted to the Department via E-mail for approval, issued in both English and the predominant language of the area)
6. Following completion of the site investigation, the Pre-Site Investigation Notification posted in the community should be replaced with the Post-Site Investigation Notification Cover Letter and Fact Sheet.

Please note that all public notice mailings must be approved by the Department prior to distribution and a list of all recipients must accompany the draft public notice. You are required to mail a copy of the public notice package to the Department at the **same time** the mailings go out.