



# Department of Environmental Protection

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## Public Involvement Activities at Public Involvement Plan (PIP) Sites

The Public Involvement Requirements of the MCP raised questions from the regulated community about who was responsible for conducting PIP activities. In effort to clarify who should perform these activities(e.g., the Department, the PRP/LSP, or a combination of both), and to facilitate the implementation of public involvement activities at Tier I sites, the Department has developed the table below. The table lists the public involvement activities that are specified in the MCP or in the Public Involvement Guidance, policy # WSC 800-90 and identifies the party required or recommended to conduct the activity. The Department understands that there may be site specific conditions which would occasionally require a variation from these procedures.

PUBLIC INVOLVEMENT ACTIVITIES at PIP SITES	WHERE PIP ACTIVITY IS NOTED	PARTY REQUIRED or RECOMMENDED TO CONDUCT THE ACTIVITY
Respond to petition	MCP (310 CMR 40.1400)	PRP
Interview petitioners and others	Interim Policy # WSC-800-90	PRP and MassDEP
Develop and maintain mailing list	MCP (310 CMR 40.1400)	PRP
Develop DRAFT PIP	MCP (310 CMR 40.1400)	PRP
Review DRAFT PIP for compliance with MCP and guidance	MCP (310 CMR 40.0100)	MassDEP
Finalize PIP	MCP (310 CMR 40.1400)	PRP
Review and approve Final PIP	MCP (310 CMR 40.0100)	MassDEP
Revise PIP as necessary	MCP (310 CMR 40.1400)	PRP and MassDEP

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

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PUBLIC INVOLVEMENT ACTIVITIES at PIP SITES	WHERE PIP ACTIVITY IS NOTED	PARTY REQUIRED or RECOMMENDED TO CONDUCT THE ACTIVITY
Notification of any field work related to response actions involving a) the implementation of involving Phase IV remedial actions b) the use of respirators and other protective clothing, (c) or any sampling involving private drinking water supply wells, indoor air or surficial soils at any residential property adjacent to, or downgradient from any release	MCP (310 CMR 40.1400)	PRP
Prepare notifications (PIP meeting, IRA+IRA Completion Statement - <i>Imminent Hazard</i> , RAM, Permanent or Temporary Solution Statement, Phase reports, DPS	MCP (310 CMR 40.1400)	PRP
Mail notices of the availability of documents to mailing list	MCP (310 CMR 40.1400) Interim Policy # WSC-800-90	PRP
Mail notices of meetings, fact sheets, and etc. to mailing list	MCP (310 CMR 40.1400) Interim Policy # WSC-800-90	PRP
Prepare legal notices (Tier I Classification, Site Reclassification, Permit Modification, Transfer, or Extension, Tier II classification, PIP Mtg., AUL or Environmental Restriction)	MCP (310 CMR 40.1400)	PRP
Prepare MEPA Notices (changing a Tier I classification, availability of a RAP or RIP)	MCP (310 CMR 40.1400)	PRP
Coordinate and conduct dry runs with participants	Recommended	MassDEP
Coordinate meeting logistics (room, equipment, etc.)	MCP (310 CMR 40.1400)	PRP
Run PIP meeting and other meetings specified in the PIP	Recommended	MassDEP
Prepare meeting summaries	Interim Policy # WSC-800-90	PRP
Draft responses to comments	Recommended	PRP or MassDEP
Respond to comments	MCP (310 CMR 40.0100)	DEP
Mail responsiveness summaries	Interim Policy # WSC-800-90	DEP
Establish and Maintain the information repository	MCP (310 CMR 40.1400)	PRP

PUBLIC INVOLVEMENT ACTIVITIES at PIP SITES	WHERE PIP ACTIVITY IS NOTED	PARTY REQUIRED or RECOMMENDED TO CONDUCT THE ACTIVITY
Respond to miscellaneous concerns	Recommended	PRP and MassDEP