Using the Five-Year Review Community Outreach Materials

The Federal Workgroup on Five-Year Reviews developed these training tools to help site managers at federal facilities communicate with community members about the purpose and process of five-year reviews. Use of these materials is not required at any site; they are tools you may use and adapt as appropriate to meet your site-specific needs. We hope you'll find them to be useful!

Overview of Materials

The Federal Workgroup on Five-Year Reviews is part of an interagency collaboration between the Environmental Protection Agency, U.S. Department of Defense, U.S. Department of Energy, and U.S. Department of the Interior, and these community materials represent the collective effort of representatives from all four agencies. All materials are available via flash drive and online at http://www.epa.gov/fedfac/fyr.htm.

The community outreach materials include:

- *Video*: a primer on the five-year review for community members (total running time: 4 minutes)
- *PowerPoint Training Module*: more in-depth information about five-year reviews for community members (total running time: 20 minutes)
- *Factsheet Template*: for site managers at federal facilities to use to create site-specific factsheets to distribute to community members when a five-year review is completed

How to Use and Customize the Materials

Video:

You are encouraged to share the video with community members by screening it during in-person community meetings and/or posting it online. When screening it during an in-person meeting, be sure to test your presentation room's A/V equipment ahead of time to ensure the video will play properly and that the video can be both seen and heard. The video can be viewed online at: http://www.youtube.com/watch?v=VguoeVT4FjI. Other related videos from EPA are available at: http://www.youtube.com/user/usepagov?feature=results_main.

The video is intended as a broadly-applicable stand-alone primer to introduce community members to the five-year review. If the context or process of a five-year review at your site is different from what is presented in the video, please clarify those points before or after presenting the video to community members, and/or adapt the Training Module to provide further details.

Training Module:

You are encouraged to share the Training Module with community members by presenting it during in-person community meetings and/or posting it online. Feel free to customize it to provide additional information that is specific to your site.

To use the presentation:

- Decide whether you want to use the pre-recorded audio narration or deliver the presentation yourself. To use the pre-recorded audio, make sure your computer speakers are turned on and click **Slide Show → From Beginning**. To turn off audio narration and rehearsed timing, mute your computer's speakers and de-select "Use Rehearsed Timings" under the Slide Show tab. A script is provided in the notes section for each slide.
- If you wish to show the video modules within the presentation, be sure to select the file with the appropriate video format (WMV, MPEG, YouTube) for your situation. Always test the presentation on your room's audio/visual equipment ahead of time.

To customize the presentation for your site, please consider the following:

- The materials are geared toward federal facilities. If you are at a state, private, non-NPL, FUDS, BRAC, or other site that uses a slightly different process, consider ways to clarify/adapt the materials accordingly.
- Be specific about how community members can connect. It's okay if community involvement opportunities are limited, but community members want to know exactly what's available at your site, such as:
  - [TAG](#)/[TASC](#) program
  - [Restoration Advisory Board](#), [Site-Specific Advisory Board](#), [Community Advisory Group](#)
  - Interviews (if ICs are involved, that's an area where community involvement/interviews may be especially helpful)
  - Offer specific examples of the types of information you need from community members (e.g., Are people cutting through fences? Are playgrounds being built in restricted areas?)
- Provide website(s) where the public can get more information specific to your site.
- Provide contact information for key site-related people.
- Mention mailing lists that will be used to distribute information, such as an initial factsheet when the five-year review is getting underway and/or a factsheet when the report is released.
- Identify the OUs, pathways, and COCs applicable to your site. Mention any changes to the MCLs, emerging contaminants, or new exposure pathways, if applicable.
- Mention timeframes for cleanup and/or rate of decrease in contaminants (e.g., if the RAOs include restoring water and you haven't yet met the MCL).

Factsheet Template:

The factsheet template is provided to you as a starting point for creating your own site-specific five-year review factsheet to distribute to community members. Instructions for using it are provided on the first page of the template.

Files included on Five-Year Review Community Outreach Thumb Drive

The thumb drive contains three folders, one for each training tool. Within each folder you will find the documents saved in several file formats to accommodate the specific needs of each presenter and the potential for varying network systems and software among presentation locations. The list below contains a short description of each file included on the thumb drive; please choose the appropriate file format for your situation.

Copy_YouTube_FYRvideo

- *5YrReviewFIN2.mov* – A video file compatible with QuickTime.
- *Captioning-Main_Video.docx* – A word document containing only text of the video narration. You may want to have hard copies of this document available for disabled community members.

FYR_Community_training_module

- *Community Module with MPEG Videos.pptx* – The three short video modules are embedded within this file and are compatible with RealPlayer. For locations without access to the internet, this file will allow you to show the videos without having to stream them.
- *Community Module with no audio or video.pptx* – This file contains the presentation without the pre-recorded audio narration or the video modules. If you wish to deliver the presentation yourself and without the video modules, select this option. A script is provided in the notes section for each slide.
- *Community Module with WMV Videos.pptx* – The three short video modules are embedded within this file and are compatible with Windows Media Player. For locations without access to the internet, this file will allow you to show the videos without having to stream them.
- *Community Module with YouTube Videos.pptx* – YouTube links to the videos are embedded within this file. For locations with an internet connection you can stream the videos via YouTube by clicking the play button on the slides containing a video module.
- *Community_Module_Speaker_Notes.docx* – A word document containing the script for the audio narration. This document will be particularly useful to those who wish to deliver the presentation themselves.

FYR_Factsheet

- *DDMT_Post_FYR_FactSheet_in_Template_Nov 1.pdf* – Using the provided template an example factsheet was created from the most recent five-year review for the Defense Depot Memphis, Tennessee site. This example factsheet is saved as .pdf file.
- *Instructions_using_FYR_FactSheet.docx* – These instructions contain tips to help you manipulate and alter the template to best present the images and text you wish to highlight in the factsheet.

- *Post_FYR_FactSheet_Template_Nov.docx* – The template is a Microsoft Word document laying out the suggested format for a five-year review factsheet. Suggested sections are delineated by headers and textboxes have been inserted to serve as a guide for the length and amount of detail that should be included in each section. The template is only compatible with Microsoft Word.
- *RPM_guide_factsheet_template_Nov.docx* – A word document containing suggested information to include in each section of the factsheet. Images of the Federal Agency and EPA logos are also provided.