



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 1

1 CONGRESS STREET, SUITE 1100
BOSTON, MASSACHUSETTS 02114-2023

19 December 2007

Ms. Becky Starr
Meriden Public Library
105 Miller Street
Meriden, CT 06450

Dear Ms. Starr,

I would like to thank you for allowing the Meriden Public Library, in Meriden, Connecticut, to serve as the field repository for the *Factory H Site Removal Action Administrative Record File*.

The Administrative Record File is a collection of documents that form the basis for the selection of a removal action. According to the Superfund Amendments and Reauthorization Act, the U.S. Environmental Protection Agency (EPA) is required to establish an Administrative Record field repository at or near the removal site.

Enclosed is a copy of the Administrative Record File for the Factory H Site in Meriden, Connecticut, as well as the "Guide to Removal Site Administrative Records Maintained in Field Repositories."

Please call me at 617-918-1284 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Hatzopoulos".

Athanasios Hatzopoulos
On-Scene Coordinator
EPA Region I

FACTORY H SITE REMOVAL ACTION

ADMINISTRATIVE RECORD FILE SIGN-IN SHEET

This sign-in sheet is used for Administrative Record File purposes only.

DATE	NAME (optional)	REPRESENTING (public, media, industry)	COPIES MADE?	COMMENTS
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Please mail comments to: Administrative Record Coordinator, One Congress Street, Suite 1100,
Boston, MA 02114-2023.

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Guide To
Removal Site
Administrative Records
Maintained in Field Repositories

October 29, 1990

Region I
Environmental Services Division
U.S. Environmental Protection Agency

I. BACKGROUND*

This guide has been prepared to assist Field Repositories in managing Administrative Records associated with EPA's Superfund removal program sites. This guide will also assist repository staff in answering questions posed by members of the public.

A. *The United States Environmental Protection Agency (EPA)*

EPA is charged by Congress to protect the nation's land, air and water. The Agency strives to formulate and implement actions which address the environmental problems that confront the nation. As the country's understanding of environmental issues has grown, so have EPA's responsibilities. One of these responsibilities is the removal program.

B. *The Superfund Program*

In 1980, the Superfund program was created by enactment of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). In 1986, CERCLA was reauthorized and amended by the Superfund Amendments and Reauthorization Act (SARA).

Under the Superfund legislation, EPA has authority to take actions in response to releases or threatened releases of hazardous substances, pollutants or contaminants that may endanger public health, welfare or the environment. EPA can take "removal" actions - short-term actions taken in response to emergencies at a site. (Removal actions may also be undertaken in circumstances other than emergency situations.) EPA can also take "remedial" actions. Remedial actions are intended to be permanent solutions.

C. *Administrative Records*

For each removal site, EPA is required to compile - and make available for public review - an "Administrative Record." The Administrative Record sets forth the basis for the response action selected at the removal site. The Administrative Record, established under section 113(k) of CERCLA, serves two primary purposes. First, judicial review of any issue concerning the adequacy of a response selection is limited to the Administrative Record. Secondly, the Administrative Record acts as a vehicle for public participation in the selection of the response action. The Agency places the Administrative Record at a Field Repository at or near the site, and at the Agency's Regional Office. These two locations provide the public the opportunity to review the documents and, at appropriate stages in the cleanup process, to comment on Agency decision making.

* Material in this section is directly drawn from, and based on the following sources: U.S. Environmental Protection Agency. Office of Public Affairs. *The Challenge of Hazardous Waste*. Washington: April 1986. (Volume 12, Number 3); U.S. Environmental Protection Agency. Office of Public Affairs. *Your Guide to the United States Environmental Protection Agency*. Washington: May 1987; and U. S. Environmental Protection Agency. *The New Superfund - What it is, How it Works*. Washington: August 1987.

- H. *Some documents cited in the index to the Administrative Record are located only at EPA Region I, in Lexington, Massachusetts. How can members of the public review these documents?*

Members of the public may wish to review documents which are cited in the index, but are located only at EPA Region I, Lexington, Massachusetts. If this occurs, the individual should contact EPA. (See Section K.)

- I. *How will a site's Administrative Record be updated?*

Documents may be added to the Administrative Record as necessary. EPA will send any supplemental Administrative Record volumes and indexes directly to the Field Repository. These supplements will be contained in binders similar to the initial volumes. These additional volumes are supplements, and should be placed at the end of the initial Administrative Record volumes.

- J. *How long must a Field Repository keep Administrative Records?*

The Administrative Record must be maintained at the Field Repository until further notice. Questions regarding this matter should be directed to EPA Region I. (See Section K.)

- K. *Where should members of the public direct comments on Administrative Records?*

The Agency welcomes comments at any time on documents contained in an Administrative Record. However, a formal review period exists and is limited to 30 days. The public is urged to use the formal review period to submit their comments.