



DEPARTMENT OF THE NAVY  
NAVAL ENERGY AND ENVIRONMENTAL SUPPORT ACTIVITY  
PORT HUENEME, CALIFORNIA 93043

FAC

IN REPLY REFER TO:  
112N/WSE/pm  
11100/1:273A  
Ser 1754

18 DEC 1981

From: Officer in Charge  
To: Commanding General, Marine Corps Base, Camp Lejeune, NC 28542  
Subj: NACIP Initial Assessment Study  
Ref: (a) OPNAVNOTE 6240 Ser 45/733503 of 11 Sep 1980  
(b) MCO 6280.1 of 30 Jan 1981  
(c) Navy Assessment and Control of Installation Pollutants (NACIP) Program:  
Guide for Conducting an Initial Assessment Study, NEESA 20.2-035  
(d) CNO ltr Ser 451/397464 of 3 Aug 1981

Encl: (1) Activity Support Requirements for Initial Assessment Study

1. The Navy Assessment and Control of Installation Pollutants (NACIP) program, references (a) and (b), provides for identification, assessment, and control of environmental contamination from past storage, use, and disposal of chemicals and hazardous materials at Navy and Marine Corps Activities. Details of the NACIP program are discussed in reference (c).
2. Under the NACIP program, the Naval Energy and Environmental Support Activity (NEESA), in coordination with an Engineering Field Division (EFD) of the Naval Facilities Engineering Command, conducts an Initial Assessment Study at an activity to ascertain the potential for contamination of the environment. This team of engineers and scientists reviews archival and activity records, interviews activity personnel, and makes an on-site inspection of the activity. If, as a result of the study, contamination is suspected, a follow-on confirmation study and corrective measures will be initiated by the cognizant EFD. If no contamination is found, no further action is required.
3. In reference (d), the Marine Corps Base, Camp Lejeune, NC, has been designated for an Initial Assessment Study (IAS). A consultant firm, Water and Air Research, Inc., of Gainesville, Florida, has been selected to conduct the study. Further details of the records search, Command brief, and site visitation will be forwarded when scheduling is completed.
4. The Commanding General is requested to designate a point of contact to assist the NACIP Team during the Study and to coordinate any follow-on work resulting from the Study. Duties of the point of contact and activity support requirements for the on-site survey are outlined in enclosure (1). The point of contact should assemble materials listed in enclosure (1) and give them to the contractor when

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112N/WSE/pm  
11100/1:273A  
Ser 1754

18 DEC 1981

the visit is arranged. Upon receipt of this letter, it is requested that the activity point of contact telephone Mr. Eakes, NEESA Code 112N, at A/V 360-3351, FTS-799-3351, or commercial 805-982-3351, to confirm necessary arrangements.

*Wallace Eakes*

WALLACE EAKES  
By direction

Copy to:  
CMC (LFF-2)  
COMNAVFACENGCOM (112)  
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ACTIVITY  
SUPPORT REQUIREMENTS FOR  
INITIAL ASSESSMENT STUDY

A. Activity Support Functions

1. Provide office space for approximately five to six personnel w/desks, chairs, and a telephone.
2. Furnish reproduction facilities as needed.
3. Provide helicopter and air crew members when requested for support mission when available.
4. Apprise the NACIP team of required clearances and validate clearances as required.
5. Provide camera passes for NACIP team members.

B. Installation Point of Contact

It is imperative that a full-time representative from the activity be provided to assist the NACIP team during the Initial Assessment Study. His duties will include:

1. Representative of the Commanding Officer for the NACIP team.
2. Assist the NACIP team in reviewing and obtaining activity records.
3. Coordinate visits of the NACIP team with activity operations.
4. Conduct ground tour of the activity and its environs.
5. Function as the point of contact during the Confirmation Survey if a Confirmation Study is initiated.

C. Materials for Survey Team

In order for the NACIP team to become familiar with the activity and to enable the team to perform presurvey tasks, it is requested that the activity provide the following:

1. Welcome brochures and literature on activity history and past and present functions.
2. Maps (30" x 42") and photos as follows:
  - (a) General development maps of activity
  - (b) Maps showing known contaminated areas and landfills/burial sites
  - (c) Maps showing water distribution, surface drainage, sewers, sewage treatment plants, rivers, streams, etc.
  - (d) Geological (soils) maps
  - (e) Air photos of activity, past and present, if available

Enclosure (1)

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3. Reports relating to activity contamination, oil/chemical spills, local ground-water, hydrology, water quality, "radiological materials shipping, transhipping, packing, and transportation," etc.
4. Oldest and newest organization charts available.
5. Land Management Plan.
6. Names, phone number, building number of the following personnel:
  - (a) Environmental Coordinator
  - (b) Public Affairs Officer
  - (c) Safety Officer
  - (d) Public Works shops supervisors
  - (e) Activity Historian
  - (f) Game Warden
  - (g) Forester
7. Activity Phone Directory.
8. List of building numbers showing present and past usage.

Enclosure (1)

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## INITIAL ASSESSMENT SURVEY-EFD RECORDS REVIEW

### I. Records Available from NAVFAC Engineering Field Divisions:

#### a. Environmental Branch

- Activity Files (EESs, ESRs, A&E Studies, Project Information, Correspondence)
- Applicable Regulations
- Hazardous Materials Management Surveys & Plans

#### b. Utilities Division

- Utility Maps (Water, Sewage, etc.)

#### c. Facilities Planning & Real Estate Department

- General Development Map
- Facilities Index
- Activity Master Plans
- EIAs/EISs
- Real Property Listing
- Military Readiness (NBC)
- Real Estate Actions (Outleasing, Excessing, Geology Information, etc.)
- Aerial Photos

#### d. Maintenance or Utilities Division

- Applied Biology (Pesticide Usage)

### II. Type of Information Desired

General activity information including current and past operations; missions; history; layout; land usage; geology/hydrology; spill incidents; explosions; chemical usage; storage, and disposal; contamination incidents; and disposal operations.

Enclosure (1)

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