

Standard Process for Documents to be Posted on the Base Realignment and Closure (BRAC) Website

BRAC Environmental Coordinators (BECs) must follow one of the two methods below (single-step or multistep) to post documents on the BRAC website. BECs should have the requisite training to conduct a document review for public release. All processed documents shall be converted to pdf format before sending to the BRAC Website Technician.

The **Single-Step** method will be the primary method used to post documents on the BRAC website.

- For **Final documents** that have been approved for public release by the CERCLA Administrative Record Keeper, the BEC shall provide the url to the Website Technician for posting to the BRAC website. If a url is not available, please see the multistep process below.

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- For **public communications** (such as fact sheets, RAB Meeting minutes, Proposed Plans, or FAQs) the BEC reviews the document for public release, approves and emails the pdf file to the Website Technician for posting to the BRAC website. The BEC should indicate the time frame for posting (either 30-60 days or long-term). If a document contains redactable information, the document cannot be released by the BEC.

The **Multistep** method applies to **documents that need to be released to the public without CERCLA Administrative Record Keeper review/redaction.**

- The Remedial Project Manager (RPM) instructs contractors to remove all Personal Identifiable Information, contract and proprietary information and reviews before forwarding on to the BEC.
- The BEC ensures that the RPM/contractor has submitted the document to the CERCLA Administrative Record Keeper for review and redaction.*
- The BEC reviews the document for public release and makes a recommendation to the Base Closure Manager (BCM).
- The BCM reviews request and provides an approval email to the BEC.
- The BEC submits the document along with BCM approval to the Website Technician for temporary posting (no more than 60 days). After 60 days, the document will be removed from the BRAC website.
- If applicable, within 60 days, the BEC will provide the Website Technician the document url from the public CERCLA Administrative Record website.
- If a document needs to remain on the BRAC website for more than 60 days and the url is not yet available, the BEC requests approval from the BCM, indicates the timeframe requested (typically 30 days), and forwards the approval email to the Website Technician to extend the 60 day temporary posting period.
- The Website Technician will maintain a spreadsheet tracking documents that have been temporarily posted on the BRAC website and the date for removal. This spreadsheet will be distributed monthly (and/or located in a shared folder for BEC access).

*Note: Draft and Draft Final documents are not eligible for review by the CERCLA Administrative Record Keeper. If these documents need to be posted on the website temporarily, they will undergo the multistep method but will not be submitted to the AR Record Keeper. These temporary documents are expected to be removed after the temporary-posting timeframe has elapsed.