

PUBLIC INVOLVEMENT PLAN

ENVIRONMENTAL IMPACT STATEMENT
PROPOSED HIGHWAY BETWEEN BUSH, LA AND INTERSTATE 12
ST. TAMMANY PARISH, LOUISIANA

FOR:
AN APPLICATION (MVN-2005-00037) FOR A
DEPARTMENT OF THE ARMY PERMIT

SUBMITTED BY:
LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

PREPARED FOR:
U.S. ARMY CORPS OF ENGINEERS, NEW ORLEANS DISTRICT
REGULATORY BRANCH



**US Army Corps
of Engineers**
New Orleans District

FEBRUARY 2010

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1.0 INTRODUCTION

The U.S. Army Corps of Engineers (USACE), New Orleans District (CEMVN), Regulatory Branch has received an application (MVN-2005-00037) for a Department of Army permit from the Louisiana Department of Transportation and Development (LADOTD), requesting authorization under provisions of Section 10 of the Rivers and Harbors Act of 1899 and Section 404 of the Clean Water Act, to construct a modern, high-speed, 4-lane arterial highway from the northern terminus of the current modern 4-lane arterial portion of Louisiana Highway 21 (LA 21) in Bush, Louisiana to Interstate 12 (I-12) in St. Tammany Parish. This project is being undertaken by the LADOTD to comply with Louisiana Revised Statute (R.S.) 47:820.2.B(e). This project is one of the corridor improvement projects under the Louisiana Transportation Infrastructure Model for Economic Development (TIMED) Program. The TIMED Program was created by Act 16 of the 1989 Louisiana Legislature and is designed to enhance economic development in Louisiana through an investment in transportation projects.

As lead federal agency, the USACE has determined that the proposed project may have a significant environmental impact on the project area and therefore, must prepare an Environmental Impact Statement (EIS) as required under the National Environmental Policy Act (NEPA) and the Council on Environmental Quality's (CEQ) regulations at 40 CFR Parts 1500-1508. The EIS will disclose and analyze all significant environmental impacts of the proposed highway. The EIS will assist the CEMVN in making a permit decision. A reasonable range of alternatives shall be developed, based on issues raised by agency and public scoping. The EIS shall address the Public Interest review requirements of the USACE Regulatory Program Regulations (33 CFR 320-330), including the USACE regulations at 33 CFR Part 325, Appendix B, as well as the factual requirements of the Section 404 (b)(1) guidelines (40 CFR Part 230), so that the EIS, when completed, will provide the information needed for the decision-making process of the CEMVN.

This EIS is being prepared pursuant to regulations of the CEQ, published at 40 CFR Parts 1500-1508, and USACE Engineer Regulation (ER) 200-2-2 (published at 33 CFR Part 325, Appendix B). Under regulations issued by the CEQ, the evaluation of potential environmental effects is open to public input, consideration, and comment. Pursuant to the goals of the NEPA, public participation is a component of the EIS process. It promotes open communication between the public, and the CEMVN, which facilitates better decision-making.

2.0 PURPOSE

This public involvement plan (PIP) describes the framework for broadly distributing and providing public access to information regarding the development of the EIS; promoting an understanding of the NEPA process, studies, and analyses; and providing opportunities for the public input. The specific goals of the PIP are to increase public awareness of the NEPA process, to educate the public on the issues associated with the proposed highway between Bush, Louisiana and I-12 in St. Tammany Parish, and to encourage the public to become involved in the EIS process by attending a public hearing, where they can articulate their concerns.

This PIP will facilitate and document CEMVN's structured interaction with the public and other agencies and to inform the public and other agencies of how the coordination will be accomplished.

Full public and agency participation in and comment on the environmental review process for the proposed project is invaluable in implementing a collaborative and successful process. In this spirit, the PIP is intended to promote early and continuous involvement from stakeholders, agencies, and the public. This PIP describes the proposed project, the roles of the agencies and the public, proposed activities and schedule, and the proposed process for coordination and communication.

Implementation of these tasks will help strengthen the EIS by providing methods to identify areas of public concern and gathering historical information.

PUBLIC INVOLVEMENT GOALS

The CEMVN is committed to engaging the large and diverse population in St. Tammany Parish and portions of Washington Parish. To ensure that everyone interested in the development of the EIS is educated on the issues of concern and is given ample opportunity to comment on the content and the scope, a public involvement strategy is needed. The PIP will support the development of a NEPA document that is a complete, objective appraisal of the full range of direct, indirect, and cumulative impacts associated with the proposed project. The comprehensive public involvement plan for the I-12 to Bush EIS consists of a variety of activities and components, all centered on providing pro-active public involvement that produces complete information, timely public notice and access to key decisions that support early and continuing involvement in the study process. Objectives to achieve a successful public involvement program will include:

- Fulfill the NEPA requirements for public involvement.
- Establish and maintain widespread community involvement in the study process by providing the media and public with project updates.
- Provide opportunities for the public, including the business community, environmental interest groups and neighborhood organizations, to provide input.
- Reach out to include individuals in the study area with low income, limited English proficiency, and special needs.
- Provide opportunities to citizens who wish to provide input and take their input into consideration during the study.
- Use visually informative slides, boards, newsletters, handouts and computer-generated presentations to help communicate technical concepts and retain public interest.
- Show the public how their input is incorporated during the study process.
- Continually enhance the public involvement process to make it more interactive with the public.

NEPA EVALUATION OBJECTIVE

The primary objective of the NEPA evaluation is to assess the need for the project, assess its impacts on the study area, and evaluate possible alternatives, including a no-build alternative. Environmental impacts will be further evaluated for those alternatives that meet the need and purpose of the project in order to recommend and select a preferred alternative. The EIS process will include full participation and involvement of the public, elected officials, cooperating agencies, participating agencies, and other interested parties.

3.0 PUBLIC COORDINATION AND COMMUNICATION

The general public consists of all who may be affected by or may have interest in the proposed project. This could include all property owners in the study area or persons interested in the project from outside the project area, special interest groups, and participating federal, state, and local agencies.

During the course of the proposed project, many opportunities for public input have been afforded in earlier phases. Ongoing public input will be encouraged throughout the EIS process. All the comments received thus far will be or have been considered and incorporated into the project where and when determined to be appropriate. This section provides details on the public involvement activities which have occurred or will be conducted during project development to engage the public fully in the process.

NOTICE OF INTENT

A Notice of Intent to prepare a Draft Environment Impact Statement (DEIS) for a proposed highway between Bush, LA and I-12, in St. Tammany Parish was posted in the Federal Register on November 19, 2008.

PUBLIC SCOPING MEETING

The public scoping meeting was held on January 22, 2009 at the Abita Springs Town Hall in Abita Springs, Louisiana. The scoping meeting solicited input from agencies and the public regarding the range of issues and reasonable alternatives to be addressed during the EIS process. Approximately 100 participants attended the scoping meeting and 65 comments were received during the meeting. The Scoping Report can be found on the project web site at: <http://i12tobush.com/>.

MAILING LIST

A mailing list has been developed and will be maintained throughout the EIS process that identifies individuals, local media outlets, community and interest groups, local libraries, municipalities, state and tribal agencies, environmental organizations, and other interested parties. An initial list of interested parties will be compiled from an existing electronic mailing list received from the CEMVN. As other interested parties are identified, they will be added to the mailing list, which will be updated continuously throughout the development and finalization of the EIS. Anyone requesting information or notice regarding the EIS will be added to the mailing list. Each entry on the mailing list will be coded by group type (local citizen, NGO, federal agency, etc.).

NEWS RELEASES

The media and public will be updated periodically through news announcements and advertisements in the local newspapers. A total of four (4) news releases will be distributed at the following points in the EIS process:

- News Release #1 – Concurrent with filing of the Draft EIS that will include the Notice of Availability (NOA) of the NEPA document and the schedule and location for the DEIS Public Hearing;
- News Release #2 – Public Hearing advertisement three weeks prior to the Public Hearing Date;
- News Release #3 – Concurrent with filing of the FEIS that will include the NOA for the FEIS; and
- News Release #4 – Concurrent with the publication of the Record of Decision (ROD) and will include the NOA for the ROD.

All news releases will be prepared and submitted to the identified points-of-contact representing the CEMVN for review and approval before distribution. Upon approval, these announcements will be provided to local newspapers, radio stations, television affiliates, cable stations, and the local convention and visitor's bureau.

News releases will also be sent to the following local media:

- Newspapers: The Slidell Sentry News, The News Banner, The St. Tammany Farmer, The Bogalusa Daily News and The Times Picayune
- Local Radio: WASO - 730 AM, WBOX - 920 AM, KSLU - 90.9 FM, WWL - 870 AM, WGSO 990 AM, WJSH Northshore 104.7 FM
- Local TV Station: Access St. Tammany Channel 10
- Area TV Stations: New Orleans Stations – WDSU (NBC), WVUE (FOX), WWL-TV (CBS), WGNO (ABC), WYES (PBS)

The point of contact for media questions will be:

Dr. James Barlow
(504) 862-2250

OR

Ms. Brenda Archer
(504) 862-2046

James.A.Barlow@usace.army.mil

Brenda.A.Archer@usace.army.mil

Express Mail:

US Army Corps of Engineers
Regulatory Branch
PO Box 60267
New Orleans, Louisiana 70160
ATTN: James A. Barlow, Jr.

NEWSLETTERS

Three newsletters will be prepared during the EIS process to update the public on the progress of the project. The newsletters will be published on the project website concurrent with the publication of the Draft EIS, Final EIS and ROD, respectively.

WEB SITE

The project web site is located at: <http://i12tobush.com/>. The project web site is intended to make information about the EIS process available to a wide audience. The web site currently includes information on Phase I and II of this project. The web site will include updated information on the EIS process, updated details of public involvement opportunities, media information such as press releases, a figure of the proposed project area, as well as a method to submit comments electronically. Interest items, links to other sites, contacts for media inquiries, and more information about the EIS will also be provided on the web site.

Once the Draft EIS has been released for public review, it will be posted on the web site and the public will have the opportunity to provide comments on-line. Comments will be automatically logged into a database and coded by section/comment type. (See *Response to Comments* section on Page 5.)

DRAFT EIS

Upon completion of the Draft EIS, a NOA will be published in the Federal Register to inform the public of the opportunity to review and comment on the Draft EIS. The NOA will also be published in local newspapers and posted on the project web site. There will be a minimum 45-day review period for the public and agencies to review the Draft EIS and provide comments.

The public will also be informed of the comment period and corresponding public hearing through a newsletter that will be posted on the project web site and distributed to all parties on the project mailing list. This newsletter will include information on the EIS process and time line, a summary of the alternatives analyses, and findings of the Draft EIS. Copies of the Draft EIS for public viewing will be provided at the following locations:

Louisiana State Library
701 North 4th Street
Baton Rouge, LA 70802

St. Tammany Parish Library – Bush Branch
81597 Hwy. 41
Bush, LA 70431

St. Tammany Parish Library – Slidell Branch
555 Robert Blvd.
Slidell, LA 70458

St. Tammany Parish Library – Pearl River Branch
64580 Hwy 41
Pearl River, LA 70452

St. Tammany Parish Library – Covington Branch
310 W. 21st Ave
Covington, LA 70433

University of Louisiana at Lafayette, Dupre
Library
302 E. St. Mary Boulevard
Lafayette, LA 70504

St. Tammany Parish Library – Abita Springs
Branch
71683 Leveson Street
Abita Springs, LA 70420

Franklinton Library
825 Free Street
Franklinton, LA 70438

St. Tammany Parish Library – Mandeville Branch
844 Girod St.
Mandeville, LA 70448

Bogalusa Library
304 Avenue F
Bogalusa, LA 70427

University of New Orleans, Louisiana Collection
2000 Lakeshore Drive
New Orleans, LA 70148

St. Tammany Parish Library - Lee Road Branch
79213 Highway 40
Covington, LA 70435

DRAFT EIS PUBLIC HEARING

Upon release of the Draft EIS for public review, the CEMVN will host a public hearing. The goal of the hearing will be to solicit input from public, stakeholders, non-governmental organizations, and federal, state and local agencies regarding the Draft EIS. The public hearing will occur during the Draft EIS 45-day public review and comment period. The hearing will be scheduled no sooner than 15 days following publication in the *Federal Register* of the availability of the Draft EIS. Copies of the Draft EIS will be mailed out at least 15 days before the public hearing. Display ads will be published in local newspapers announcing the availability of the Draft EIS for comment, the public comment period, and the date and location of the public hearing. A news release will be distributed to local television, radio, and cable access stations. Notices of the public hearing on the Draft EIS will also be posted on the project web site.

The public hearing is scheduled to occur in January 2011. The date and time and location will be announced in the NOA for the Draft EIS. The format of the public hearing for the Draft EIS will follow the guidelines outlined by the CEMVN (see **Appendix A**) and will include a formal presentation by the CEMVN. Project exhibits will be located at the hearing for public viewing. Oral comments and questions raised by the public will be recorded by a court reporter. The public will also be able to submit comments on sheets provided at the sign-in table. The comments sheets can be completed the day of the hearing or mailed to the CEMVN.

Public Hearing Summary

A summary of public hearing comments that document the comments, source (individual, group, agency), and subject area will be developed to facilitate the preparation of responses to the comments.

Response to Comments

Following a 45-day public comment period, CEMVN will generate responses to all public comments received. The public comments received will be logged into a database, catalogued by broad categories of issues, and grouped into specific areas of concern to analyze substantive points raised. Individual

points will be catalogued and cross-referenced to ensure none are overlooked. These responses will be presented in an appendix in the Final EIS and posted on the project web site.

FINAL EIS

A news release announcing the availability of the Final EIS will be prepared and published in local newspapers and on the project web site. In addition, a NOA announcing the availability of the Final EIS will be published in the *Federal Register*. A display ad will be published in local newspapers. Copies of the Final EIS will be mailed to those members of the public requesting a copy.

4.0 AGENCY COORDINATION AND COMMUNICATION

This section describes the roles and responsibilities of the various agencies in order to establish a protocol for communication, early identification and resolution of issues, and to resolve issues that could delay completion of the environmental process or could result in denial of any approvals required for the project under applicable laws.

LEAD AGENCY

USACE is responsible for managing the EIS process and ensure that all environmental commitments are completed for this project.

COOPERATING AGENCIES

Cooperating agencies are federal or state agencies that have been invited by the lead federal agency, USACE, to serve as cooperating agencies in the process to assist in the preparation, coordination, and review of the EIS.

The following agencies have been considered for Cooperating Agency status:

- US Environmental Protection Agency
- US Fish and Wildlife Service
- Natural Resources Conservation Service
- Federal Emergency Management Agency
- Louisiana Department of Environmental Quality
- Louisiana Department of Culture, Recreation and Tourism, Division of Archaeology
- Louisiana Department of Wildlife and Fisheries

Agency Availability of Resources

It will be the responsibility of each cooperating agency to inform the lead agency if their respective agency does not have adequate resources to participate in the process and to meet the required review periods. The availability of resources will be discussed with cooperating agencies at monthly agency meetings held during the EIS process.

The approach to this project will be to keep cooperating agencies involved early and regularly so the information is familiar, as this will assist in timely document reviews.

Agency Review Time

USACE will ask for agency input on agency review time periods, and will make every effort to maintain the time periods established for review. Input will be solicited from the cooperating agencies at scheduled resource agency meetings. All review periods and circulation periods will follow federal guidelines, will be reflected in the schedule, and will be consistent with NEPA requirements. Each cooperating agency will, to the maximum extent practicable, conduct concurrent reviews unless they

notify USACE that this would impair their ability to carry out their required obligations, and each federal agency shall implement policies and procedures to ensure completion of the review process in a timely, coordinated and environmentally responsible manner. It will be assumed that the cooperating agencies are in agreement with the project schedule if their input has been solicited and they have not commented otherwise.

Agency Meetings

USACE will ensure that information is presented to cooperating agencies at key points of project development through meetings. An appropriate time will be provided for their review and feedback. The following table identifies key agency coordination points:

AGENCY COORDINATION POINTS	
Notice of Intent	COMPLETED – November 19, 2008
Scoping Meeting	COMPLETED – January 22, 2009
Interagency Progress Meetings	Monthly
Preliminary Draft EIS Review Meeting	October 2010
Draft EIS	December 2010
Public Hearing	January 2011
Final EIS and Results of Public Hearing	April 2011

Preliminary Draft EIS, Draft EIS and Final EIS Document Review

The formal review period of the agencies and the public will be 45 calendar days to review the Draft EIS, and 30 calendar days for any other review periods.

5.0 EVALUATION OF PIP

The success of the PIP depends on how well it is planned and implemented. Evaluation provides a feedback mechanism for continuous improvement of the public involvement effort. The following table lists several tracking indicators for key products or activities that will be monitored during implementation of the PIP to ensure that PIP goals and objectives are met. Additional indicators might be added as the PIP evolves.

Product or Activity and Associated Tracking Indicators
<p>1. NEWSLETTERS</p> <ul style="list-style-type: none"> ▪ How many newsletters were distributed via email? ▪ How many calls were received by the point of contact in response to the newsletter? ▪ Did the public find the information in the newsletter useful?
<p>2. NEWS RELEASES</p> <ul style="list-style-type: none"> ▪ How many display ads, news releases, radio public service announcements, and cable access announcements were generated? ▪ How many follow-up phone calls or e-mails did the EIS point of contact receive in response to media coverage?
<p>3. I-12 TO BUSH WEB SITE</p> <ul style="list-style-type: none"> ▪ How many “hits” did the web site receive each month? ▪ How many people submitted comments during the Draft EIS public comment period through the web site?

Product or Activity and Associated Tracking Indicators
4. DRAFT EIS <ul style="list-style-type: none"> ▪ How many copies were sent to the public? ▪ How many phone calls or e-mail request for the Draft EIS were received? ▪ How many comments were received on the Draft EIS?
5. PUBLIC HEARING <ul style="list-style-type: none"> ▪ How many people attended the public hearing? ▪ How did attendees find out about the hearing? Local newspaper? Radio? Cable channel? Web site? Word of Mouth? ▪ How many people submitted comments at the public hearing?

6.0 TASKS AND SCHEDULES

Following is a preliminary chronological schedule for the activities proposed in the PIP. Please note that the implementation of the PIP is an iterative process and the tasks and associated schedules are subject to change as the PIP evolves.

TASK	SCHEDULE
Maintain Mailing List Database	Ongoing
Update Website	Ongoing
Interagency Meetings	Monthly
Preliminary Draft EIS	September 2010
Preliminary Draft EIS – Agency Review Meeting	October 2010
Draft EIS Notice of Availability	December 2010
News Release #1	December 2010
Newsletter #1	December 2010
News Release #2	December 2010
Public Hearing	January 2011
Final EIS Notice of Availability	April 2011
News Release #3	April 2011
Newsletter #2	April 2011
ROD Published	June 2011
News Release #4	June 2011
Newsletter #3	June 2011

APPENDIX A

USACE, New Orleans District Public Hearing Guidelines

PUBLIC HEARING PREPARATION

1. Check the Executive Calendar to select several dates for a public hearing. This should be done approximately two months prior to the actual hearing date. Discuss with the Chief, Regulatory Branch an appropriate budget for costs. (Standing amount: \$10,000).
2. Secure a site to hold the public hearing. Enlist the assistance of the Public Affairs Office. Visit the site. Site selection is determined by cost, size, and location. See amenities list on disk. Ask manager of the site for a floor plan of the area, locating bathrooms and all exits. This will aid in devising floor plan arrangements. Inquire about security, and ask for the number of the local police to have on hand. Coordinate with Real Estate (RE)
 - a. Write a letter to manager of hearing site confirming reservation and explaining insurance situation. Route letter through RE for their comments and signature.
 - b. Prepare a contract CEFMS Purchase Request and Commitment (PRC) if necessary, for the hearing site.
 - c. After the PRC is certified, make a confirming call to Contracting to assure timely processing and to identify who will be assigned this task.
 - d. Notify Executive Office of selected date(s) and reserved them on District Engineer's calendar.
3. Hire a stenographer, and make preliminary confirmation with company and/or individual. Ask for a print-up describing their services. These services may include the following: appearance fee per session, "Cinderella" fee (appearance fee after midnight), cost of transcript, fees for computer disk, etc. It is recommended that the hired stenographer have public hearing experience.
 - a. Prepare a credit card PRC (if less than \$2,500). Follow instructions noted in 1(b) and 1(c). If you select an individual that has charges over \$2500.00, you will have to provide justification for hire for your selection to contracting and develop a contracting PRC. Make sure that the work and charges on the print-up are exactly noted on the PRC, or you would have to modify the PRC which takes time and delays payment.
 - b. Provide a list of terms for the stenographer to review. This includes a list of hearing participants, state and Federal agencies, regulations, and scientific terms.
4. Prepare memos requesting assistance from other Branches if needed.

- a. Graphic support Contact IM for their assistance. They will need to create nametags for the hearing support staff, nameplates for the dais personnel and signs if necessary.
- b. If the District Engineer chooses to delegate the Hearing officer duties, prepare memo for his signature.

5. Coordinate Arrangements:

- a. Determine the appropriate personnel attending the hearing. Depending on the level of controversy, this number should range from 6 to 10 persons. Make a list of persons attending the session and Regulatory Branch personnel to remain in the office during that time. Personnel assistance can be requested from other offices. Fill out compensatory time request for all attending participants.
- b. If the hearing site is greater than 50 miles from the duty site, then prepare travel orders for personnel. Set up lodging arrangements if necessary. Provide tax-exempt forms for lodging facilities.
- c. Determine locations of restaurants within the area around the hearing site. Obtain menus, and if necessary, make reservations for meals during the break period, if scheduled between hearing sessions.

6. Coordinate Press Release with Public Affairs Office.

7. Public Notice (PN):

- a. Discuss hearing procedures with Branch Chief. Include a map and directions to the hearing site in PN contents, along with project description and project drawings.
- b. Prepare public notice, and issue notice at least thirty-five (35) days prior to the hearing date(s).
- c. Send copy of PN to the Stenographer and to the manager of the hearing site. Send PN to Counsel, Public Affairs, Planning (if necessary) and the Executive Office.

8. Determine what equipment is necessary for the public hearing.

- a. Determine what equipment can be provided by the hearing site management, and at what cost. Be sure these items, if not free, are itemized on the PRC.
- b. Determine what the applicant needs for presentation. Ask for a copy of their remarks prior to the hearing. If the applicant is a company, inquire as to the identity of the presenter, so her/his name can be included correctly in the record.

c. Equipment/Supplies provided by Corps include flags and standing base, Corps emblem disk for podium, hearing signs and directional arrows. In addition, provide a slide carousel with slides indicating Corps address and telephone. Alternatively, a PC and projector may be required.

d. Assemble the hearing supply box.

e. Devise floor plan for hearing site, locating the head table, stenographer seating, audience seating, media seating, registration tables, and audio-visual equipment.

9. Prepare public hearing speaker sheets for project manager review. This aids in summarizing the speakers comments.

10. Coordinate with Public Affairs in the preparation of the hearing officer's opening and closing remarks, as well as information to be included in the press packet.

11. Arrange a "dry-run" session prior to hearing.

a. Assign personnel to hearing duties. Hearing dais personnel should include: Hearing officer, Regulatory Branch Chief, Office of Counsel representative and project manager. (See Example 12 for seating arrangements). All entrances to hearing room should have a registration table with personnel to sign in participants. There should be personnel available for crowd control, and audiovisual. Assign a floor manager to coordinate activities on that day.

12. Hearing Day:

a. All Corps hearing participants should arrive at hearing site approximately two (2) hours prior to start of the first session. This will allow time for setup, arrangement of equipment, and last minute instructions. Directions and maps to the hearing location for Corps staff should be prepared. A general schedule of hearing is required.

b. The floor manager should coordinate with on-site manager regarding security arrangements, confirmation of building regulations, and any additional set-up arrangements.

c. The floor manager is responsible for making the administrative announcements to the audience, such as building regulations, registration requirements, bathroom and exit locations, hearing rules and the availability of the public hearing transcript. The floor manager will make these announcements prior to the opening of the hearing.

d. Prior to the opening of the hearing, the first set of hearing registration cards should be given to the Regulatory Branch Chief, (or dais individual assigned) to set the speaker order. If it was decided to preregister individuals, this individual

monitors this list as well. Any additional registration cards filled out during the course of the hearing, would be delivered to the dais by the floor manager, and assimilated into the speaker order.

e. The project manager (or dais individual assigned) during the course of the hearing should be noting the speaker comments on prepared speaker sheets, which summarizes possible issues, one sheet per speaker. This individual will also accept any written remarks prepared by speakers for inclusion in the administrative record.

f. The hearing officer is the individual that runs the public hearing. The opening and closing remarks are prepared by Regulatory and Public Affairs, and the hearing officer will call on speakers arranged in order by the described by the floor manager. The hearing officer will announce the name of the speaker, and the speakers that would follow, (2 or 3 individuals) so that speakers can be prepared when called upon.

g. A dais individual should be assigned time keeping duties. This individual monitors the amount of time a speaker has for oral presentation. They also post warning when a speaker is down to a final minute of presentation.

13. Closing of Hearing.

a. After closing remarks, Corps personnel is responsible for clean up and removal of materials. Floor manager should contact site manager for any additional follow-up.

b. After the hearing, the floor manager should review with the stenographer any words or acronyms that she/he may not be familiar with, and/or not included in the list of terms.

c. Review public hearing submittals given to the dais personnel, and attached the hearing speaker sheets to related submittals. Send a copy of all submittals to the stenographer, (even those submittals given at the registration table without oral presentation) to be included as attachments to the hearing transcript.

14. Final Remarks.

a. Spokesman. The designated spokespersons for the District are usually the hearing officer (District Engineer), the Regulatory Branch Chief, and the Chief of Public Affairs. When approached for comment by the press and/or the public, all other personnel should refer them to the designated spokespersons for official comments.

b. Written Remarks. Many persons will submit written remarks without an oral presentation. These submissions can be collected at the registration table for later remittance to the project

manager.

c. Stenographer. Upon receipt of the hearing transcript and bill of services, provide appropriate paperwork (Example 13) to Finance and Accounting for prompt payment. Send transcript to reproduction for copies. These copies will be sent to interested individuals who request them, at a cost per page. The applicant and government agencies are provided complementary copies.

d. Communication. It is recommended that a cellular phone be procured for ease in communication with the office.