

FACTSHEET : Fort Ord Cleanup Administrative Record and Document Library



Fort Ord Cleanup documents are housed in the Fort Ord Cleanup document library which includes documents in the Administrative Record.

The Fort Ord Administrative Record is a specialized file required by the federal Comprehensive Environmental Restoration, Compensation, and Liability Act (also known as CERCLA or Superfund), and contains all information considered or relied on to select the cleanup remedy at the former Fort Ord. **The Fort Ord Cleanup document library also contains key technical reports and other materials that inform the community about the environmental cleanup program.**

Where is the Fort Ord Cleanup Document Library Located?

The Fort Ord Cleanup **document library** is located at the U.S. Army Base Realignment and Closure Office **in Building 4463 on Gigling Road in Seaside, California.**

Please make **an appointment** with the Administrative Record Coordinator to **visit and view** documents.

Phone 831-393-9693; E-mail: adminrecord@fortordcleanup.com



Information Repositories

Fort Ord Information Repositories are located at local libraries to extend access to Fort Ord documents. These information repositories hold a list of documents that are available in the Fort Ord Cleanup document library. Computers with internet access and accessibility resources are available at these libraries. The list at an information repository serves as a reference and actual documents can be found online or at the U.S. Army Base Realignment and Closure Office (listed above). There are **three** locations that serve as Fort Ord Cleanup information repositories.

- Seaside **Branch** Library
550 Harcourt Avenue
Seaside, California
831-899-8222
- **Monterey Public** Library
625 Pacific Street
Monterey, California
831-646-3933
- Tanimura & Antle Family Memorial Library
California State University Monterey Bay,
3054 Divarty Street
Seaside, California
831-582-3733

Searching Documents Online

The **Fort Ord Cleanup Document** Online Search tool allows you to search the Fort Ord document database, which contains over **13,000** records related to the environmental cleanup activities and associated programs at the former **Fort Ord**.

Visit: www.fortordcleanup.com/documents/search/

Document Search



The screenshot shows a search interface with tabs for "By Keyword", "By Document Number", "By Author", "By Date", and "Advanced". The "By Keyword" tab is selected. Below the tabs is a search box labeled "Keyword Search (search document title)" and a "Search" button. Below the search box are "Quick Tips" and a note about contacting the Record coordinator for questions.

Search by Document Number

Each item in the **Fort Ord Cleanup document library** has a unique identifier called a **Document** Number. If you know the **number**, this is the fastest way to access an item. Records are grouped into categories (see list below) and are assigned an alpha-numeric **number** in one of these categories (example: BW-2107). To view all the records in a particular category, simply type the category into the **Document** Number box and add the asterisk **“*”** wildcard character. For example, to view all the Operable Unit 2 (OU2) records, enter **“OU2*”** (without the quotes) in the Document Number box and your results will include all records that have been grouped into the OU2 category.

Record Category Prefixes and What They Represent

BW = Basewide	OTH = Other/Category Not Assigned
ESCA = Environmental Services Cooperative Agreement	OU1 = Operable Unit 1
FOSET = Finding of Suitability for Early Transfer	OU2 = Operable Unit 2
IACS = Interim Action Feasibility Study	OUCTP = Operable Unit Carbon Tetrachloride Plume
OE = Ordnance & Explosives (Military Munitions)	RI = Remedial Investigation

Frequently Asked Questions About the Fort Ord Cleanup Document Library

THERE IS A LOT OF INFORMATION. WHERE CAN I LOOK FOR BACKGROUND DOCUMENTS?

We recommend starting at the “Reference Documents” section of our website, located at:

www.fortordcleanup.com/reference-documents/. This page lists some of the former Fort Ord environmental cleanup documents that are of particular interest to the public such as **Basewide Reports, Records of Decision, Property Transfer documents, and other frequently requested documents.**

HOW CAN I KEEP TRACK OF THE CURRENT DOCUMENTS UNDER REVIEW?

The “Reports Under Review” section of the website lists documents recently issued. By clicking on the links, you can obtain information on the document review period and how to view the document online. Visit this page at: www.fortordcleanup.com/reports-under-review/.

I NEED HELP USING THE ONLINE TOOL - WHO CAN I CONTACT?

Our Administrative Record Coordinator is available to help you with your inquiries. You can reach her at 831-393-9693 or by e-mail at: adminrecord@fortordcleanup.com.

Para obtener una copia en Espanol contacte 831-393-1284.