

# Information Request Protocol

## Introduction

This protocol is associated with addressing information requests from the Community Advisory Committee (CAC) members and/or members of the general public regarding the Boston Logan Airport Noise Study (BLANS) project. This does not involve media requests. All media requests are to be directed to the FAA contact.

Both the Project Consultant (PC) and Independent Consultant (IC) are responsible to assist in supporting the information produced when clarifications or request for published data is requested. Published data is that which was either presented to BOS/TAC and/or placed on the public website. The intent is to assist CAC members and/or the general public in understanding the information published on the public website ([www.bostonoverflightnoisestudy.com](http://www.bostonoverflightnoisestudy.com)). The Project Management Team (PMT) agreed that all requests from CAC or the general public will be directed through PMT. This will assist in filtering requests that are not related to published work and are not otherwise funded. The consultants will take direction from PMT regarding requests.

The information below defines the type of requests that the consultant will/will not address and the request process.

## Type of Information Requests

The following define the type of requests that may be received by PMT. Each description also attempts to identify what elements the consultants will address if requested by PMT.

1. *Clarification*: questions that are associated with material posted on the public website. The questions are specifically related to assisting the requestor to understand what the data is reporting and how determinations were made based on the data. Questions may include what sources were used and the process used to calculate the results. CAC members may also need clarification regarding statements made by the consultants during meetings.
2. *Data Request*: a commentor may request additional data not posted at the public website. There are two types of data request: 1) published data and 2) new data. The consultants will address requests for published data that has been processed by either consultant. The consultants will provide the data as-is and will not provide further interpretation of the data beyond what was provided at past meetings. The consultants will not provide new data (i.e., additional grid point analysis, additional assessment of existing data, calculation of new operations or noise metrics).
3. *Process*: a commentor may ask about how decisions were made and the process of determining alternatives. The consultants can provide existing meeting notes and presentation material provide at past BOS/TAC meetings. This material is

also available on the public website. Decision process associated with the CAC will be addressed by CAC members.

## **Information Request Process Protocol**

Step 1: All requests from CAC members and/or general public are forwarded to PMT.

Step 2: PMT will review the request and determine an appropriate response. If it is technical in nature, PMT will make a determination of what type of request it is and use the definitions stated above.

Step 3: If the type of request meets the conditions, a determination will be made jointly as to which consultant team should respond. All elements associated with notable impact determinations and assessment should be answered by the IC. Any questions associated with technical calculation of results and/or procedure design should be forwarded to PC.

Step 4: Requests that require a response by PC will be forwarded to IC for review. In addition, any response by IC will be forwarded to PC for review. After review and any necessary discussion, PC or IC will forward to PMT.

If either consultant receives a phone call or email of request, the consultant will request the individual to put his/her request in writing to the appropriate PMT member.

## **Contact Information**

### **Federal Aviation Administration**

Mailing Address:

Boston Noise Study

Airspace Redesign, 4th Floor

1 Aviation Plaza

Jamaica, NY 11434

Email: [9-AEA-Boston-Overflight@faa.gov](mailto:9-AEA-Boston-Overflight@faa.gov)

### **Community Advisory Committee**

Sandra Kunz (Chair)

Email: [skunz@verizon.net](mailto:skunz@verizon.net)

Jerry Falbo (Vice-Chair)

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