



ENVIRONMENTAL HEALTH DEPARTMENT
ENVIRONMENTAL PROTECTION
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577
(510) 567-6700
FAX (510) 337-9335

July 31, 2012

Mr. Chris Panaitescu
Thrifty Oil Company
13116 Imperial Highway
Santa Fe Springs, CA 90670-00138

Mr. John Skance
BP West Coast Products, LLC
P.O. Box 1257
San Ramon, CA 94583

Subject: Monitoring Well Destruction, Public Notification, & Landowner Notification of Case Closure for Fuel Leak Case No. RO0000005 and GeoTracker Global ID T0600101366, Thrifty Oil #063 / ARCO #9542, 6125 Telegraph Avenue, Oakland, CA 94609

Dear Messrs. Panaitescu & Skance:

Final approval of a case closure for the underground storage tank investigation at the subject site is almost complete. A case summary report proposing closure has been forwarded to the Regional Water Quality Control Board (RWQCB) for their thirty (30) day review period. Concurrently, public notification and landowner notification of the proposed closure action will be conducted. The RWQCB comment period and public notification and landowner notification on the proposed closure action will all conclude on Tuesday, September 4, 2012. Following the thirty (30) day review period and if no comments opposing closure are received, the monitoring wells installed at the site must be properly destroyed, per California Water Code, prior to issuance of a remedial action completion certificate.

ACEH requests that you address the following technical comments, perform the proposed work, and send us the technical reports requested below. Upon receipt of the requested documents a remedial action completion certificate will be sent to the responsible party.

TECHNICAL COMMENTS

1. **Landowner Notification** – Pursuant to California Health & Safety Code Section 25297.15, the active or primary responsible party for a fuel leak case must inform all current property owners of the site of cleanup actions or requests for closure. Furthermore, ACEH may not consider any cleanup proposals or requests for case closure without assurance that this notification requirement has been met. Additionally, the active or primary responsible party is required to forward to ACEH a complete mailing list of all record fee title holders to the site. At this time, please complete and submit the enclosed List of Landowners Form by the date specified below.
2. **Public Notification** – Pursuant to California Code of Regulations, Title 23, Division 3, Chapter 16, §2728, ACEH requires notification to the public of the proposed case closure for the site. Therefore, you are required to notify potentially affected stakeholders who live or

own property in the area surrounding of the proposed case closure, through the mailing of the enclosed fact sheet. To that end, ACEH has prepared the public participation fact sheet & mailing list (enclosed), which describes the site and previous investigation activities that were conducted to the property addresses listed on the enclosed List of Public Participants. Please send us your personal certification that the fact sheet has been mailed to addresses listed in the enclosed List of Recipients. Public comments on the proposed action will be accepted for a period of thirty days beginning Thursday, August 2, 2012 through Tuesday, September 3, 2012. Following the public comment period, the comments received must be addressed and incorporated into a closure report submitted to ACEH for review.

3. **Monitoring Well Destruction** – ACEH is requesting that you contact Alameda County Public Works Agency at (510) 567-6791, obtain the necessary permits, destroy the wells, and electronically upload the monitoring well destruction report to ACEH's FTP server and the State Water Resources Control Board's GeoTracker website within ninety (90) days from the date of this letter (November 27, 2012). Electronic reporting is described in detail below.

NOTIFICATION OF FIELDWORK ACTIVITIES

Please schedule and complete the fieldwork activities by the date specified below and provide ACEH with at least three (3) business days notification prior to conducting the fieldwork.

TECHNICAL REPORT REQUEST

Please upload technical reports to ACEH's FTP site and to the State Water Resources Control Board's GeoTracker website in accordance with the specified naming convention below.

- **September 3, 2012** – End of 30-day Public Participation Period
- **November 27, 2012** – Monitoring Well Destruction Report
File to be named: WELL_DCM_R_yyyy_mm_dd

Thank you for your cooperation. Should you have any questions or concerns regarding this correspondence or your case, please call me at (510) 777-2478 or send me an electronic mail message at paresh.khatri@acgov.org.

Sincerely,

Paresh C. Khatri
Senior Hazardous Materials Specialist

Enclosure: List of Landowners Form
Public Participation Fact Sheet
List of Public Participation Property Addresses
Responsible Party(ies) Legal Requirements/Obligations
ACEH Electronic Report Upload (ftp) Instructions

Messrs. Panaitescu & Skance
RO0000005
July 31, 2012, Page 3

cc: Larry Higinbotham, Thrifty Oil Company, 13116 Imperial Hwy, Santa Fe Springs, CA
90670-0138
Simon Tregurtha, Thrifty Oil Company, 13116 Imperial Hwy, Santa Fe Springs, CA
90670-0138
Leroy Griffin, Oakland Fire Department, 250 Frank H. Ogawa Plaza, Ste. 3341, Oakland,
CA 94612-2032 (Sent via E-mail to: lgriffin@oaklandnet.com)
Donna Drogos, ACEH (Sent via E-mail to: donna.drogos@acgov.org)
Paresh Khatri, ACEH (Sent via E-mail to: paresh.khatri@acgov.org)
GeoTracker
File

LIST OF LANDOWNERS FORM

County of Alameda
Environmental Health Services
Environmental Protection
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577

CERTIFIED LIST OF RECORD FEE TITLE OWNERS FOR:

Site Name: Thrifty Oil #063 / ARCO #9542
Address: 6125 Telegraph Avenue
City, State, Zip: Oakland, CA 94609
Record ID #: RO0000005

Please fill out item 1 if there are multiple site landowners (attach an extra sheet if necessary). If you are the sole site landowner, skip item 1 and fill out item 2.

1. In accordance with Section 25297.15(a) of Chapter 6.7 of the California Health & Safety Code, I, _____ (name of primary responsible party), certify that the following is a complete list of current record fee title owners and their mailing addresses for the above site:

Name: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____

Name: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____

Name: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____

2. In accordance with Section 25297.15(a) of Chapter 6.7 of the California Health & Safety Code, I _____, certify that I am the sole landowner for the above site.

Sincerely,

Signature of Primary Responsible Party Printed Name Date E-mail Address



FACT SHEET ON ENVIRONMENTAL ASSESSMENT

Thrifty Oil #063 / ARCO #9542

6125 Telegraph Avenue, Oakland, CA 94609

Fuel Leak Case No. RO0000005 and

GeoTracker Global ID T0600101366

ENVIRONMENTAL HEALTH SERVICES ENVIRONMENTAL PROTECTION

1131 Harbor Bay Parkway, Suite 250

Alameda, CA 94502-6577

(510) 567-6700

FAX (510) 337-9335

Site Remediation Summary

This fact sheet has been prepared to inform community members and other interested stakeholders regarding the status of the soil and groundwater cleanup at the Thrifty Oil #063 / ARCO #9542 located at 6125 Telegraph Avenue, Oakland, CA 94609. Thrifty Oil is the lead responsible party for the case. Three underground storage tanks (USTs), the suspected source of petroleum hydrocarbon contamination at the site, were removed and replaced with two USTs in February 1998.

Site Background

The Site is an active service station located at the southwest corner of the intersection of Telegraph Avenue and 62nd Street in the City of Oakland, California. The Site consists of two active dispenser islands, a service station building, and two 20,000-gallon double-walled USTs. The site is located within a commercial/residential area.

Site Investigations

The Alameda County Environmental Health (ACEH), the local regulatory agency, oversees investigation and cleanup activities at the site. Soil and groundwater investigations were completed at the site and surrounding area. These investigations characterized the hydrogeology, subsurface conditions, and the nature, extent, and fate of the petroleum contamination.

Subsurface investigations at the site began in 1986, which discovered petroleum hydrocarbon contamination in the vicinity of the former underground storage tanks (USTs) that were removed and replaced in 1998. Subsurface investigations, which included verification monitoring, were conducted through June 2011.

Two 10,000 gallon and one 12,000 gallon USTs located at the Site were removed in February 1998. Approximately 977 cubic yards of contaminated soil was removed and disposed of off-site to the TPS Technologies in Adalento, California. The USTs were replaced with two 20,000 gallon double-walled USTs. Approximately 700 gallons of oil & water were removed during UST removal activities and disposed of at DeMenno/Kerdoon in Compton, California.

In October 1989, WCC installed a six-inch diameter recovery well. A total fluids ejector pump system was placed in the recovery well. The system pumps extracted groundwater and floating product through the oil/water

separator, then to a holding tank, and finally through a pair of activated carbon filters to remove the dissolved hydrocarbons before being discharged into the sanitary sewer. A discharge permit was obtained from East Bay Municipal Utility District (EBMUD) prior to discharging the treated water. In 1991, a groundwater extraction system began operating at the site with recovery from wells MW-3 and MW-4. The groundwater extraction system operated at the site until June 15, 2010.

The primary chemicals of concern are total petroleum hydrocarbons as gasoline (TPH-gasoline) and benzene.

Contaminated soil has caused localized groundwater contamination. Groundwater contamination extends slightly deeper than soil contamination. Available data indicates that the groundwater plume is not migrating and groundwater concentrations are generally decreasing with time. Natural attenuation mechanisms, primarily biodegradation, will eventually decrease contaminant concentrations to below laboratory detection limits - the contamination will eventually abate.

Remedial actions completed at the site consisted of removing the underground tanks, excavating contaminated soil, and pumping contaminated groundwater from the site.

Next Step

Thrifty Oil has been working with ACEH to investigate and clean up the site. No further soil and groundwater investigations or remediation is planned for the site. The suspected source of contamination, the former tanks, contaminated soil and groundwater, has been removed. The site has been adequately characterized and the groundwater contaminant plumes are either stable or decreasing with time. The site data have demonstrated that, with time, contaminant concentrations will likely abate.

The site is proposed for case closure. All the site investigation activities are described in reports prepared for Thrifty Oil. The public is invited to review and comment on the proposed closure of this case. The case file is available on Alameda County's website (<http://www.acgov.org/aceh/lop/ust.htm>) or the State Water Resources Control Board's GeoTracker website (<http://www.geotracker.waterboards.ca.gov/>). The case file is also available for review on-line at the ACEH located at 1131 Harbor Bay Parkway in Alameda,

FACT SHEET ON ENVIRONMENTAL ASSESSMENT

Thrifty Oil #063 / ARCO #9542

6125 Telegraph Avenue, Oakland, CA 94609

Fuel Leak Case No. RO0000005 and

GeoTracker Global ID T0600101366

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California. Please send a fax to 510-337-9335 to request a date and time to review the case file. Please send written comments regarding the proposed action to Paresh Khatri at the address below. All written comments

received by **Tuesday, September 3, 2012** will be forwarded to the Responsible Party and will be considered and responded to prior to a final determination on the proposed case closure.



For Additional information, please contact:

Paresh Khatri
Alameda County Environmental Health
1131 Harbor Bay Parkway, Ste 250
Alameda, CA 94502
Phone: 510-777-2478
E-mail: Paresh.Khatri@acgov.org

Simon Tregurtha
Thrifty Oil Co
13116 Imperial Highway
Santa Fe Springs, CA 90670
Phone: 562-921-3581
E-mail: Tregurtha@thriftyoil.com

LIST OF FACT SHEET RECIPIENT

ALEXANDER KRISTA L ETAL
Parcel #: 15-1380-16
529 63RD ST
OAKLAND CA 94609

CORNERBOY LLC
Parcel #: 16-1390-7-1
6325 COLBY ST
OAKLAND CA 94618

HAMMER BARBARA
Parcel #: 15-1382-3
1512 FARMER AVE
TEMPE AZ 85281

BAKER JO M
Parcel #: 15-1380-32
6211 TELEGRAPH AVE #34
OAKLAND CA 94609

COVINGTON ERNEST S TR
Parcel #: 15-1380-7
6000 MANCHESTER DR
OAKLAND CA 94618

HARGER SIDNEY R ETAL
Parcel #: 15-1380-18
P O BOX 256
DAVENPORT CA 95017

BATES MASON W & GEIER
Parcel #: 15-1381-13
520 61ST ST
OAKLAND CA 94609

DAVIS ANA Z & JOHN B
Parcel #: 15-1380-8-2
528 62ND ST
OAKLAND CA 94609

HARMAN K F C INVESTMENT
Parcel #: 15-1382-6
5544 S GREEN ST
MURRAY UT 84123

BELL JULIA E
Parcel #: 15-1380-25
6211 TELEGRAPH AVE #22
OAKLAND CA 94609

DEVINE RACHAEL L
Parcel #: 15-1381-12
516 61ST ST
OAKLAND CA 94609

HARMAN K F C INVESTMENT
Parcel #: 15-1382-5
5544 GREEN ST
MURRAY UT 84123

BRANDON DAVID S &
Parcel #: 15-1381-5
704 ENSENADA AVE
BERKELEY CA 94707

DORGE LOBSANG
Parcel #: 15-1382-4
517 61ST ST
OAKLAND CA 94609

HOLTON DENNIS J & JEANNA
Parcel #: 15-1380-15
533 63RD ST
OAKLAND CA 94609

BRENNER SHELLEY L
Parcel #: 15-1381-1
537 62ND ST
OAKLAND CA 94609

DUKKER STEPHEN
Parcel #: 15-1380-19
2830 BUCHANAN ST
SAN FRANCISCO CA 94123

HOOSHMAND MOHAMMAD &
Parcel #: 15-1381-6
PO BOX 21134
OAKLAND CA 94620

BRONER ADAM
Parcel #: 15-1380-10
6212 RACINE ST
OAKLAND CA 94609

EMMERSON PEARLIE B
Parcel #: 15-1380-20
515 63RD ST
OAKLAND CA 94609

HOOSHMAND MOHAMMAD &
Parcel #: 16-1390-18
PO BOX 21134
OAKLAND CA 94620

BROWN LORETTA L
Parcel #: 15-1380-35-1
5656 DOVER ST
OAKLAND CA 94609

FORTIN ROLAND J & LEAH W
Parcel #: 15-1381-2
533 62ND ST
OAKLAND CA 94609

HUSSIAN HARRY W
Parcel #: 15-1381-3
529 62ND ST
OAKLAND CA 94609

CARTER DAVID B
Parcel #: 15-1380-9
530 62ND ST
OAKLAND CA 94609

GANDHI PUNIT R & PARKER
Parcel #: 15-1380-30
6211 TELEGRAPH AVE #32
OAKLAND CA 94609

JOHNSON JOY E TR
Parcel #: 15-1380-27
6842 MOKELUMNE AVE
OAKLAND CA 94605

CORNEJO HUGO M
Parcel #: 15-1380-2
6221 TELEGRAPH AVE
OAKLAND CA 94609

GIRON ROGELIO & CARSON
Parcel #: 15-1380-4
510 62ND ST
OAKLAND CA 94609

KRAMER ROBERT
Parcel #: 16-1390-17
585 MANDANA BLVD #9
OAKLAND CA 94610

LIST OF FACT SHEET RECIPIENT

KRB HALL ASSOCIATION Parcel #: 16-1390-21-1 6116 TELEGRAPH AVE #312 OAKLAND CA 94609	NG FREEMAN Parcel #: 15-1380-33 6211 TELEGRAPH AVE #35 OAKLAND CA 94609	RESIDENT Parcel #: 15-1380-23 6211 TELEGRAPH AVE #4 OAKLAND CA 94609
KUNTZCOTE MARY M TR Parcel #: 15-1380-8-1 1705 MADERA ST BERKELEY CA 94707	ORKIN INC Parcel #: 15-1381-8-1 13116 IMPERIAL HWY SANTA FE SPRINGS CA 90670	RESIDENT Parcel #: 15-1380-27 6211 TELEGRAPH AVE #24 OAKLAND CA 94609
LEE MARGARET E TR Parcel #: 15-1380-11 6216 RACINE ST OAKLAND CA 94609	OWYANG JULIA S TR Parcel #: 16-1390-19 1050 ROSEWOOD WAY ALAMEDA CA 94501	RESIDENT Parcel #: 15-1380-35-1 6211 TELEGRAPH AVE #1 OAKLAND CA 94609
LIU DAN Parcel #: 15-1380-34 6211 TELEGRAPH AVE #36 OAKLAND CA 94609	PETERS EDDIE L & HELEN TRS Parcel #: 15-1380-17 525 63RD ST OAKLAND CA 94609	RESIDENT Parcel #: 15-1380-19 517 63RD ST OAKLAND CA 94609
MANDELSONNER STACY E & Parcel #: 15-1380-28 6211 TELEGRAPH AVE #25 OAKLAND CA 94609	RAZAK ARISIKA & NEUMANN Parcel #: 15-1380-5 514 62ND ST OAKLAND CA 94609	RESIDENT Parcel #: 15-1382-6 6033 TELEGRAPH AVE OAKLAND CA 94609
MCCORMACK DANIEL K & Parcel #: 15-1381-4 525 62ND ST OAKLAND CA 94609	RESIDENT Parcel #: 16-1390-9 6126 TELEGRAPH AVE OAKLAND CA 94609	RESIDENT Parcel #: 15-1381-8-1 6129 TELEGRAPH AVE OAKLAND CA 94609
MCGRIFF LEAMOND C 3RD Parcel #: 15-1380-24 6211 TELEGRAPH AVE #21 OAKLAND CA 94609	RESIDENT Parcel #: 16-1390-21-1 6116 TELEGRAPH AVE OAKLAND CA 94609	RESIDENT Parcel #: 15-1381-5 521 62ND ST OAKLAND CA 94609
MCGUIRE VICKI L Parcel #: 15-1381-14 471 MCAULEY ST OAKLAND CA 94609	RESIDENT Parcel #: 15-1380-8-1 526 62ND ST OAKLAND CA 94609	RESIDENT Parcel #: 15-1380-10 6210 RACINE ST OAKLAND CA 94609
MURPHY TOM Parcel #: 15-1380-31 6211 TELEGRAPH AVE #33 OAKLAND CA 94609	RESIDENT Parcel #: 16-1390-17 474 61ST ST OAKLAND CA 94609	RESIDENT Parcel #: 15-1380-7 522 62ND ST OAKLAND CA 94609
MUSGROVE LELTON D & Parcel #: 16-1388-1 6034 TELEGRAPH AVE OAKLAND CA 94609	RESIDENT Parcel #: 15-1380-22 6211 TELEGRAPH AVE #3 OAKLAND CA 94609	RESIDENT Parcel #: 15-1382-3 523 61ST ST OAKLAND CA 94609

LIST OF FACT SHEET RECIPIENT

RESIDENT
Parcel #: 15-1380-18
521 63RD ST
OAKLAND CA 94609

RYAN WILLIAM J 4TH
Parcel #: 15-1381-11
512 61ST ST
OAKLAND CA 94609

WELLS FARGO BANK
Parcel #: 15-1380-23
3476 STATEVIEW BLVD
FORT MILL SC 29715

RESIDENT
Parcel #: 15-1381-14
524 61ST ST
OAKLAND CA 94609

SANDERS JILL
Parcel #: 15-1380-21
6211 TELEGRAPH AVE #2
OAKLAND CA 94609

WILSON KEVEN JR &
Parcel #: 15-1380-29
6211 TELEGRAPH AVE #31
OAKLAND CA 94609

RESIDENT
Parcel #: 15-1382-5
6035 TELEGRAPH AVE
OAKLAND CA 94609

SCHUERHOLZ PEGGY W &
Parcel #: 15-1381-16
6100 RACINE ST
OAKLAND CA 94609

WOLF DENNIS & SHARON A
Parcel #: 16-1390-9
851 SEAVIEW DR
EL CERRITO CA 94530

RESIDENT
Parcel #: 15-1381-15
528 61ST ST
OAKLAND CA 94609

SCOTT DAVID L & ELWOOD
Parcel #: 16-1390-10
477 62ND ST
OAKLAND CA 94609

YI YONG C ETAL
Parcel #: 15-1381-9-1
1 CAPTAIN DR #D260
EMERYVILLE CA 94608

RESIDENT
Parcel #: 16-1390-19
6100 TELEGRAPH AVE
OAKLAND CA 94609

THAMAN JAMES S & JOHNSON
Parcel #: 15-1381-15
P O BOX 85
BODEGA BAY CA 94923

TORRES PATRICIA G & NOE A
Parcel #: 37A-2770-20
P.O. BOX 18783
OAKLAND CA 94619

RESIDENT
Parcel #: 15-1380-6
516 62ND ST
OAKLAND CA 94609

TIBBS SANDRA L TR
Parcel #: 15-1381-18
6120 RACINE ST
OAKLAND CA 94609

ZHAI JING H & ZHU LI X
Parcel #: 37A-2757-13-2
6268 SUNNYMERE AVE
OAKLAND CA 94605

RESIDENT
Parcel #: 15-1381-6
517 62ND ST
OAKLAND CA 94609

TILOS BENJAMIN B 3RD &
Parcel #: 15-1380-6
518 62ND ST
OAKLAND CA 94609

RESIDENT
Parcel #: 16-1390-18
480 61ST ST
OAKLAND CA 94609

TRUONG TRAN
Parcel #: 15-1380-26
6211 TELEGRAPH AVE #23
OAKLAND CA 94609

RESIDENT
Parcel #: 15-1381-9-1
6101 TELEGRAPH AVE
OAKLAND CA 94609

WARREN CYNTHIA A
Parcel #: 15-1381-17
6108 RACINE ST
OAKLAND CA 94609

RESIDENT
Parcel #: 16-1390-7-1
6200 TELEGRAPH AVE
OAKLAND CA 94609

WELLS FARGO BANK
Parcel #: 15-1380-22
4101 WISEMAN BLVD #203
SAN ANTONIO TX 78251

Responsible Party(ies) Legal Requirements/Obligations

REPORT REQUESTS

These reports are being requested pursuant to California Health and Safety Code Section 25296.10. 23 CCR Sections 2652 through 2654, and 2721 through 2728 outline the responsibilities of a responsible party in response to an unauthorized release from a petroleum UST system, and require your compliance with this request.

ELECTRONIC SUBMITTAL OF REPORTS

ACEH's Environmental Cleanup Oversight Programs (LOP and SLIC) require submission of reports in electronic form. The electronic copy replaces paper copies and is expected to be used for all public information requests, regulatory review, and compliance/enforcement activities. Instructions for submission of electronic documents to the Alameda County Environmental Cleanup Oversight Program FTP site are provided on the attached "Electronic Report Upload Instructions." Submission of reports to the Alameda County FTP site is an addition to existing requirements for electronic submittal of information to the State Water Resources Control Board (SWRCB) GeoTracker website. In September 2004, the SWRCB adopted regulations that require electronic submittal of information for all groundwater cleanup programs. For several years, responsible parties for cleanup of leaks from underground storage tanks (USTs) have been required to submit groundwater analytical data, surveyed locations of monitoring wells, and [other](#) data to the GeoTracker database over the Internet. Beginning July 1, 2005, these same reporting requirements were added to Spills, Leaks, Investigations, and Cleanup (SLIC) sites. Beginning July 1, 2005, electronic submittal of a complete copy of all reports for all sites is required in GeoTracker (in PDF format). Please visit the SWRCB website for more information on these requirements (http://www.swrcb.ca.gov/ust/electronic_submittal/report_rqmts.shtml).

PERJURY STATEMENT

All work plans, technical reports, or technical documents submitted to ACEH must be accompanied by a cover letter from the responsible party that states, at a minimum, the following: "I declare, under penalty of perjury, that the information and/or recommendations contained in the attached document or report is true and correct to the best of my knowledge." This letter must be signed by an officer or legally authorized representative of your company. Please include a cover letter satisfying these requirements with all future reports and technical documents submitted for this fuel leak case.

PROFESSIONAL CERTIFICATION & CONCLUSIONS/RECOMMENDATIONS

The California Business and Professions Code (Sections 6735, 6835, and 7835.1) requires that work plans and technical or implementation reports containing geologic or engineering evaluations and/or judgments be performed under the direction of an appropriately registered or certified professional. For your submittal to be considered a valid technical report, you are to present site specific data, data interpretations, and recommendations prepared by an appropriately licensed professional and include the professional registration stamp, signature, and statement of professional certification. Please ensure all that all technical reports submitted for this fuel leak case meet this requirement.

UNDERGROUND STORAGE TANK CLEANUP FUND

Please note that delays in investigation, later reports, or enforcement actions may result in your becoming ineligible to receive grant money from the state's Underground Storage Tank Cleanup Fund (Senate Bill 2004) to reimburse you for the cost of cleanup.

AGENCY OVERSIGHT

If it appears as though significant delays are occurring or reports are not submitted as requested, we will consider referring your case to the Regional Board or other appropriate agency, including the County District Attorney, for possible enforcement actions. California Health and Safety Code, Section 25299.76 authorizes enforcement including administrative action or monetary penalties of up to \$10,000 per day for each day of violation.

Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC)	REVISION DATE: July 20, 2010
	ISSUE DATE: July 5, 2005
	PREVIOUS REVISIONS: October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010
SECTION: Miscellaneous Administrative Topics & Procedures	SUBJECT: Electronic Report Upload (ftp) Instructions

The Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC) require submission of all reports in electronic form to the county's ftp site. Paper copies of reports will no longer be accepted. The electronic copy replaces the paper copy and will be used for all public information requests, regulatory review, and compliance/enforcement activities.

REQUIREMENTS

- **Please do not submit reports as attachments to electronic mail.**
- Entire report including cover letter must be submitted to the ftp site as a **single portable document format (PDF) with no password protection.**
- It is **preferable** that reports be converted to PDF format from their original format, (e.g., Microsoft Word) rather than scanned.
- **Signature pages and perjury statements must be included and have either original or electronic signature.**
- **Do not password protect the document.** Once indexed and inserted into the correct electronic case file, the document will be secured in compliance with the County's current security standards and a password. **Documents with password protection will not be accepted.**
- Each page in the PDF document should be rotated in the direction that will make it easiest to read on a computer monitor.
- Reports must be named and saved using the following naming convention:
RO#_Report Name_Year-Month-Date (e.g., RO#5555_WorkPlan_2005-06-14)

Submission Instructions

- 1) Obtain User Name and Password:
 - a) Contact the Alameda County Environmental Health Department to obtain a User Name and Password to upload files to the ftp site.
 - i) Send an e-mail to dehloptoxic@acgov.org
 - b) In the subject line of your request, be sure to include **"ftp PASSWORD REQUEST"** and in the body of your request, include the **Contact Information, Site Addresses**, and the **Case Numbers (RO# available in Geotracker) you will be posting for.**
- 2) Upload Files to the ftp Site
 - a) Using Internet Explorer (IE4+), go to <ftp://alcoftp1.acgov.org>
 - (i) Note: Netscape, Safari, and Firefox browsers will not open the FTP site.
 - b) Click on Page located on the Command bar on upper right side of window, and then scroll down to Open FTP Site in Windows Explorer.
 - c) Enter your User Name and Password. (Note: Both are Case Sensitive.)
 - d) Open "My Computer" on your computer and navigate to the file(s) you wish to upload to the ftp site.
 - e) With both "My Computer" and the ftp site open in separate windows, drag and drop the file(s) from "My Computer" to the ftp window.
- 3) Send E-mail Notifications to the Environmental Cleanup Oversight Programs
 - a) Send email to dehloptoxic@acgov.org notify us that you have placed a report on our ftp site.
 - b) Copy your Caseworker on the e-mail. Your Caseworker's e-mail address is the entire first name then a period and entire last name @acgov.org. (e.g., firstname.lastname@acgov.org)
 - c) The subject line of the e-mail must start with the RO# followed by **Report Upload.** (e.g., Subject: RO1234 Report Upload) If site is a new case without an RO#, use the street address instead.
 - d) If your document meets the above requirements and you follow the submission instructions, you will receive a notification by email indicating that your document was successfully uploaded to the ftp site.