

RECEIVED

10:16 am, Nov 24, 2009

Alameda County
Environmental Health

PROPOSED GROUNDWATER SAMPLING SCHEDULE

YRC, Inc.
1708 Wood Street, Oakland, California
(Fuel Leak Case No. RO0000039)

November 2009

Burns & McDonnell Project No. 48791



393 E. Grand Ave., Ste. J
South San Francisco, CA 94080



November 20, 2009

Paresh C. Khatri
Alameda County Health Care Services
Environmental Health Services
Hazardous Materials Specialist
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577

Proposed Groundwater Sampling Schedule
Former Roadway Express Facility
1708 Wood Street
Oakland, CA
Fuel Leak Case No. RO0000039 & Global ID No. T0600102107

Dear Mr. Khatri:

On behalf of YRC North American Transportation, Inc. (YRC) Burns & McDonnell Engineering Company, Inc. (Burns & McDonnell) has prepared this sampling frequency modification schedule for the YRC (formerly Roadway Express, Inc.) truck terminal, located at 1708 Wood Street, Oakland, California (Site) (Figure 1) in response to Alameda County Health Care Services Agency (ACHCS) June 24, 2009, and August 13, 2009, letters (Appendix A).

The June 24, 2009, ACHCS letter outlines California State Water Resources Control Board (CSWRCB) Resolution 2009-0042, stating "*Regional Water Board and LOP agencies shall reduce quarterly monitoring requirements to semiannual or less frequent monitoring at all sites unless site-specific needs warrant otherwise and shall notify all responsible parties of the new requirements no later than August 1, 2009. If more than semiannual monitoring is required for a case, the responsible party and State Water Board shall be notified of the rationale and the notice shall be posted on GeoTracker*".

The ACHCS letter dated August 13, 2009, requests a monitoring plan for the remaining Site wells as well as technical reporting requirements. Technical comment 1 of the letter also states that quarterly groundwater monitoring of newly installed groundwater monitoring wells may be appropriate for a period of one year.

Following the Fourth Quarter 2009 Monitoring Event, Site wells MW-6, MW-7 and MW-8, will have been monitored for four consecutive quarters, having been installed and first sampled in the First Quarter of 2009. Groundwater monitoring wells MW-6, MW-7, and MW-8 were installed on February 18, 2009, and initially

sampled on March 6, 2009. Well construction details are summarized in Table 1 and well locations are shown on Figure 3.

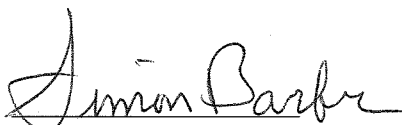
After the removal and proper abandonment of wells MW-1 and MW-2 (Figure 3) in August 2008, the groundwater in Site monitoring wells have not had detections of the constituents of concern for at least 6 consecutive quarters. However, MW-7 and MW-8 have shown detections of TPHd above method detection limits but below the method reporting limit and are flagged as an estimated value by the analytical laboratory. A historical summary of the Site's groundwater elevations and COC concentrations are presented in Table 2.

Proposed sampling frequency at the Site to be as follows:

- Sample all Site wells during the Fourth Quarter 2009.
- Pending the Fourth Quarter 2009 analytical results, Burns & McDonnell recommends the termination of groundwater sampling at the Site.
- Site to be considered for the issuance of a No Further Action Letter.

If you have questions or comments, please contact either of the undersigned at 650-871-2926.

Sincerely,



Simon Barber
Geologist



Mahasringha Monroe P.G.
Senior Geologist



Attachments:

Table 1: Well Construction Details
Table 2: Historical Monitoring Well Groundwater Summary

Figure 1: Site Location Map
Figure 2: Site Map
Figure 3: Groundwater Wells Former USTs Area

Appendix A: ACHCS Letter, July 24, 2009
ACHCS Letter, August 13, 2009

CC: Steve Shiners: YRC North American Transportation
Reuben Byerley: YRC North American Transportation

TABLES

TABLE 1
Well Construction Details
USF Roadway Express Facility
1708 Wood Street
Oakland, California

Well ID	Installation Date	Casing Diameter	Casing Elevation	Construction Depth	Screened Interval	Comments
		(Inches)	ft. MSL	ft. bgs	ft. bgs	
MW-1	March 1987	4	unknown	10	0.5-10	Well Abandoned August 2009
MW-2	March 1987	4	9.89	9.5	0.5-9.5	Well Abandoned August 2009
MW-3	September 2000	2	10.11	30	10-30	Deep Zone
MW-4	September 2000	2	9.52	30	10-30	Deep Zone
MW-5	September 2000	2	9.97	30	10-30	Deep Zone
MW-6	February 2009	1	10.13	10	5-10	Shallow Zone
MW-7	February 2009	1	9.93	10	5-10	Shallow Zone
MW-8	February 2009	1	9.83	10	5-10	Shallow Zone

ft. MSI Elevation in feet above mean sea level
ft. bgs Depth in feet below ground surface

Notes:

- Construction depth and screened intervals for MW-3, MW-4, and MW-5 based on boring logs located in the *Additional Groundwater Investigation Report by One Environment, 2001*
- Casing elevation for MW-2, MW-3, MW-4, and MW-5 resurveyed by Luk and Associates on December 20, 2007
- Casing elevation for MW-6, MW-7, and MW-8 surveyed by Luk and Associates on March 3, 2009

- In August 2008, Burns & McDonnell removed monitoring wells MW-1 and MW-2; these wells were constructed without a proper sanitary seal and posed a risk as a pathway to the subsurface for contaminants.

TABLE 2
Historical Monitoring Well Groundwater Summary
Groundwater Elevations and Total Petroleum Hydrocarbons in Groundwater
Roadway Express
1708 Wood Street
Oakland, California

Well ID	Aquifer Zone	Date	Depth to Water (ft below Top of Casing)	Groundwater Elevation (ft MSL)	TPHd (µg/L)	TPHg (µg/L)	TPHmo (µg/L)	Benzene (µg/L)	Toluene (µg/L)	Ethyl-benzene (µg/L)	Total Xylenes (µg/L)	Total Oil & Grease (mg/L)	MTBE (8021B) (µg/L)	MTBE (8260B) (µg/L)
MW-1	Shallow	24-Jul-97	---	---	1,200	50 U	---	---	---	---	---	1.4	---	---
Well Abandoned August 2008														
MW-2	Shallow	24-Jul-97	---	---	940	50 U	---	---	---	---	---	6.2	---	---
MW-2	Shallow	17-Dec-07	1.56	8.33	140	---	---	---	---	---	---	---	---	---
MW-2	Shallow	28-Mar-08	1.03	8.86	180 BI, SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	---	0.5 U
MW-2 (DUP-1)	Shallow	28-Mar-08	---	---	160 BI, SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	---	0.5 U
MW-2	Shallow	02-Jun-08	1.44	8.45	---	---	---	---	---	---	---	---	---	---
MW-2	Shallow	03-Jun-08	---	---	120 SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-2 (DUP-1)	Shallow	03-Jun-08	---	---	150 SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	2 U	---
Well Abandoned August 2008														
MW-3	Deep	22-Mar-07	4.04	6.07	50 U	50 U	---	---	---	---	---	4.75 U	---	0.5 U
MW-3	Deep	28-Mar-08	4.12	5.99	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	---	0.5 U
MW-3	Deep	02-Jun-08	4.35	5.76	---	---	---	---	---	---	---	---	---	---
MW-3	Deep	03-Jun-08	---	---	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-3	Deep	10-Sep-08	4.48	5.63	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-3	Deep	29-Dec-08	4.42	5.69	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-3 (DUP-1)	Deep	29-Dec-08	---	---	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-3	Deep	06-Mar-09	3.68	6.43	95 U	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-3	Deep	13-May-09	3.81	6.30	94 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-3	Deep	19-Sep-09	4.58	5.53	---	---	---	---	---	---	---	---	---	---
MW-4	Deep	22-Mar-07	3.25	6.27	50 U	50 U	---	---	---	---	---	4.75 U	---	0.5 U
MW-4	Deep	28-Mar-08	3.32	6.2	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	---	0.5 U
MW-4	Deep	02-Jun-08	3.56	5.96	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-4	Deep	10-Sep-08	3.91	5.61	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-4	Deep	29-Dec-08	3.71	5.81	50 U	50 U	300 U	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-4	Deep	06-Mar-09	2.90	6.62	95 U	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-4	Deep	13-May-09	3.06	6.46	94 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-4	Deep	18-Sep-09	3.76	5.76	---	---	---	---	---	---	---	---	---	---
MW-5	Deep	22-Mar-07	3.73	6.24	500 BI	50 U	---	---	---	---	---	4.85 U	---	0.5 U
MW-5 (DUP-1)	Deep	22-Mar-07	---	---	710 BI	50 U	---	---	---	---	---	4.75 U	---	0.5 U
MW-5	Deep	28-Mar-08	3.82	6.15	50 U,SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	---	0.5 U
MW-5	Deep	02-Jun-08	4.05	5.92	50 U,SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-5	Deep	10-Sep-08	3.45	6.52	50 U,SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-5 (DUP-1)	Deep	10-Sep-08	---	---	50 U,SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-5	Deep	29-Dec-08	4.19	5.78	50 U,SG	50 U	300 U,SG	0.5 U	0.5 U	0.5 U	---	---	2 U	---
MW-5	Deep	06-Mar-09	3.32	6.65	95 U	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-5 (DUP-1)	Deep	06-Mar-09	---	---	95 U	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-5	Deep	13-May-09	3.54	6.43	94 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-5 (DUP-1)	Deep	13-May-09	---	---	94 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-5	Deep	18-Sep-09	4.25	5.72	---	---	---	---	---	---	---	---	---	---
MW-6	Shallow	06-Mar-09	0.60	9.53	95 U	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-6	Shallow	13-May-09	1.06	9.07	95 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-6	Shallow	18-Sep-09	1.91	8.22	94 U, SG	50 U	190 U, SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-7	Shallow	06-Mar-09	0.42	9.51	95 U,SG	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-7	Shallow	13-May-09	0.95	8.98	94 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-7	Shallow	18-Sep-09	1.75	8.18	84.5 SG, J	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-7 (DUP-1)	Shallow	18-Sep-09	---	---	56.7 SG, J	50 U	190 U, SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-8	Shallow	06-Mar-09	0.46	9.37	96 U,SG	50 U	190 U	1 U	1 U	1 U	2 U	---	---	1 U
MW-8	Shallow	13-May-09	1.64	8.19	77.1 SG, J	50 U	200 U,SG	1 U	1 U	1 U	2 U	---	---	1 U
MW-8	Shallow	18-Sep-09	2.08	7.75	94 U,SG	50 U	190 U,SG	1 U	1 U	1 U	2 U	---	---	1 U

Notes:

ft MSL Feet above mean sea level
µg/L Micrograms per Liter
--- No data for the cell, indicates "not measured" or "not analyzed for this constituent"

Laboratory Qualifiers:

BI Sample does not resemble standard
SG SGCU, Silica Gel Clean-up, EPA Method 3630C
J EPA Flag - Estimated value
U Compound was not detected above the indicated laboratory reporting limits

Chemical Abbreviations:

TPHd Total petroleum hydrocarbons as diesel range by EPA Method 8015M
TPHmo Total petroleum hydrocarbons as motor oil range by EPA Method 8015M
TPHg Total petroleum hydrocarbons as gasoline range by EPA Method 8260B
BTEX Benzene, ethyl-benzene, toluene, and total xylenes by EPA Method 8260B
MTBE (8021B) Methyl tert-butyl ether by EPA 8021B
MTBE (8260B) Methyl tert-butyl ether by EPA 8260B
TOG Total Oil and Grease by EPA Method 413.2

FIGURES

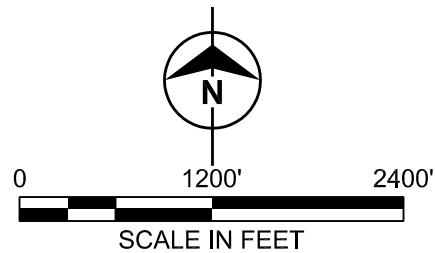
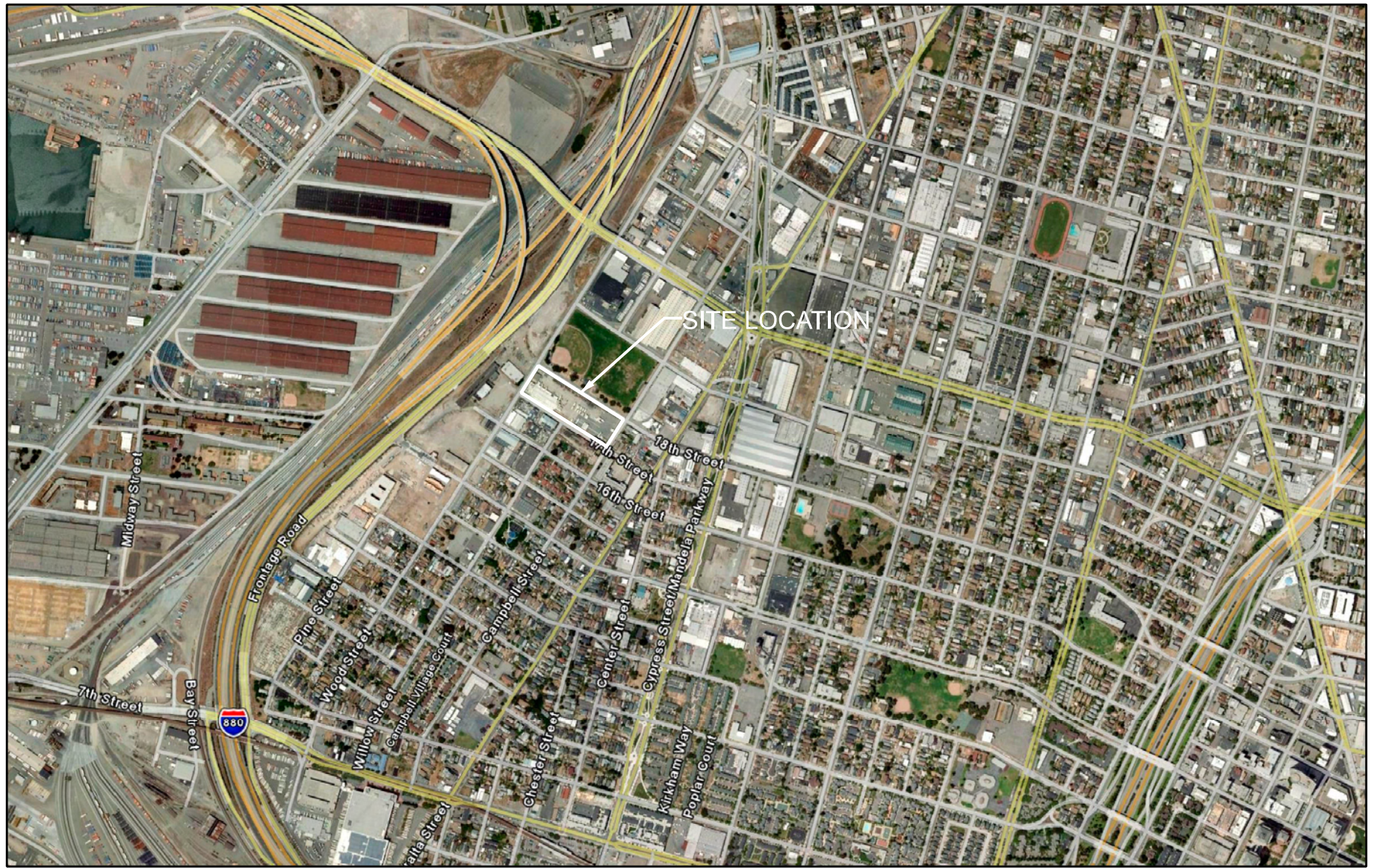


Figure 1
SITE LOCATION MAP
ROADWAY EXPRESS
1708 WOOD STREET
OAKLAND, CA

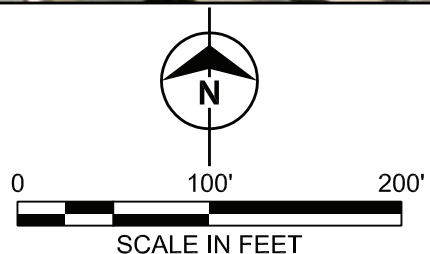
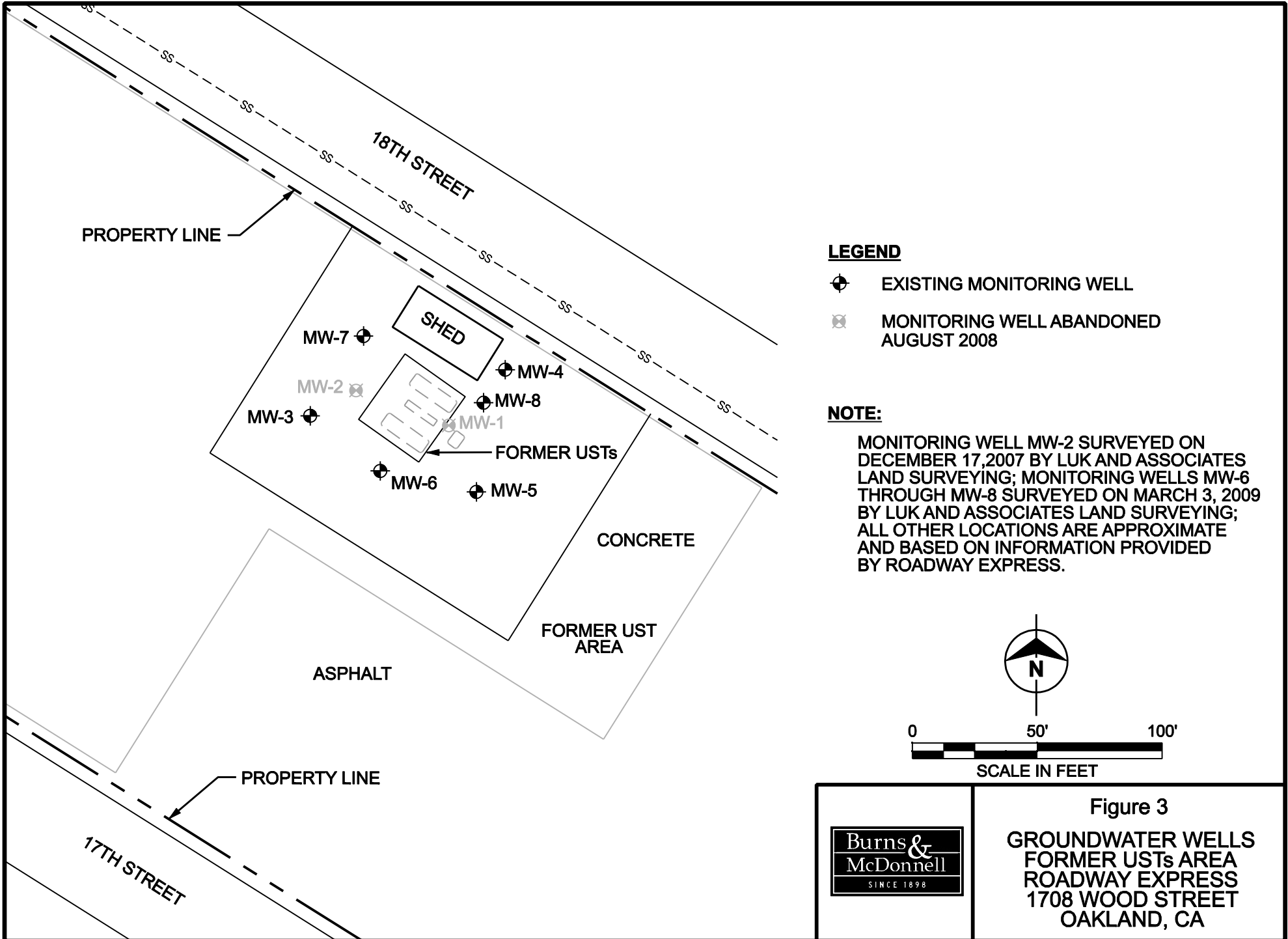


Figure 2
SITE MAP
ROADWAY EXPRESS
1708 WOOD STREET
OAKLAND, CA

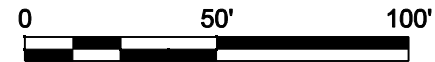


LEGEND

- ⊕ EXISTING MONITORING WELL
- ⊗ MONITORING WELL ABANDONED AUGUST 2008

NOTE:

MONITORING WELL MW-2 SURVEYED ON DECEMBER 17, 2007 BY LUK AND ASSOCIATES LAND SURVEYING; MONITORING WELLS MW-6 THROUGH MW-8 SURVEYED ON MARCH 3, 2009 BY LUK AND ASSOCIATES LAND SURVEYING; ALL OTHER LOCATIONS ARE APPROXIMATE AND BASED ON INFORMATION PROVIDED BY ROADWAY EXPRESS.



SCALE IN FEET



Figure 3
GROUNDWATER WELLS
FORMER USTs AREA
ROADWAY EXPRESS
1708 WOOD STREET
OAKLAND, CA

APPENDIX A

ACHCS LETTER DATED JULY 24, 2009
ACHCS LETTER DATED AUGUST 13, 2009

ALAMEDA COUNTY
HEALTH CARE SERVICES
AGENCY
DAVID J. KEARS, Agency Director



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

July 24, 2009

Mr. Steve Shinnars
Senior Manager – Safety, Health and Environmental Services
YRC Worldwide, Inc.
10990 Roe Avenue – A605
Overland Park, Kansas 66211

Subject: Fuel Leak Case No. RO0000039 and Geotracker Global ID T0600102107, ROADWAY EXPRESS,
1708 WOOD ST, Oakland CA 94607 – Groundwater Monitoring Requirements

Dear Responsible Party(ies):

The purpose of this correspondence is to inform you of changes to groundwater monitoring requirements for all fuel leak cases in California. The California State Water Resources Control Board (State Water Board) has approved Resolution No. 2009-0042 (*Actions to Improve Administration of the UST Cleanup Fund and UST Cleanup Program*). Resolution No. 2009-0042 states that, "*Regional Water Board and LOP agencies shall reduce quarterly groundwater monitoring requirements to semiannual or less frequent monitoring at all site unless site-specific needs warrant otherwise and shall notify all responsible parties of the new requirements no later than August 1, 2009. If more than semiannual monitoring is required for a case, the responsible party and State Water board shall be notified of the rationale and the notice shall be posted on Geotracker.*"

In accordance with Resolution No. 2009-0042, groundwater monitoring for your site is to be reduced from quarterly to semiannual monitoring unless site-specific needs warrant otherwise. The semiannual monitoring is to be conducted during either the first and third quarters or during the second and fourth quarters. Please review historic groundwater monitoring results and identify the quarter during which the highest chemical concentrations typically occur in order to select the appropriate semiannual monitoring schedule. As an example, if the highest chemical concentrations in groundwater are typically reported during the first quarter, the wells should be sampled on a first and third quarter monitoring schedule.

A semiannual groundwater monitoring should be used only for wells that have been sampled over a minimum of one hydrologic cycle (four consecutive quarters). New monitoring wells should be sampled quarterly for one year before a semiannual monitoring schedule is implemented for new wells.

Any groundwater monitoring wells that are currently sampled on a less frequent schedule than semiannual (annual or longer) may continue to be sampled on the less frequent schedule. Please present results from the semiannual groundwater monitoring in groundwater monitoring reports no later than 60 days following the groundwater sampling event.

Responsible Party(ies)
RO0000039,
July 24, 2009, Page 2

If you have any questions, please call me at (510) 777-2478 or send me an electronic mail message at paresh.khatri@acgov.org.

Sincerely,



Paresh C. Khatri
Hazardous Materials Specialist

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

cc: Gary Messerotes, Burns & McDonnell, 393 East Grand Avenue, Suite J, South San Francisco, CA 94080
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

RESPONSIBLE PARTY OF RECORD AS OF 07/22/2009

RO0000039, ROADWAY EXPRESS, 1708 WOOD ST , Oakland, CA, 94607

Alameda County Environmental Health (ACEH) has the following information on record regarding the Responsible Party(ies) for the above referenced site. Please update the following information for our records. Should you have contact information regarding additional Responsible Parties, please correct the information accordingly. Also, please check the "e-mail preferred" box to receive all future correspondences and notifications by e-mail.

E-mail Preferred

Hardcopy Preferred

ACEH is requesting your e-mail address so that we can correspond with you quickly and efficiently regarding your case. Please note that ACEH respects your privacy. Your e-mail address will remain confidential and will not be provided to any third party.

Current Information

ROBERT ZIMMERMAN
ROADWAY EXPRESS
PO BOX 471
AKRON OH 44309

Corrections or Additions

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____
Home Phone: (____) _____
Office Phone: (____) _____
Cell Phone: (____) _____



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

August 13, 2009

Mr. Steve Shinnors
Senior Manager – Safety, Health and Environmental Services
YRC Worldwide, Inc.
10990 Roe Avenue – A605
Overland Park, Kansas 66211

Subject: Fuel Leak Case No. RO0000039 and Geotracker Global ID T0600102107, Roadway Express, 1708 Wood Street, Oakland, CA 94607

Dear Mr. Shinnors:

Alameda County Environmental Health (ACEH) staff has reviewed the case file for the above-referenced site including the recently submitted document entitled, "First Quarter 2009 Groundwater Monitoring Report and Shallow Well Installation Report," dated April 27, 2009, which was prepared by Burns & McDonnell Engineering Company, Inc. (Burns & McDonnell) for the subject site. Based on previous site investigations, Burns & McDonnell has confirmed that "petroleum impacts appear to be predominantly in the shallow soil and groundwater." Therefore, Burns & McDonnell installed three shallow groundwater monitoring wells located in the vicinity former USTs.

ACEH recently sent a letter notifying you of the groundwater sampling frequency reductions that were passed recently in a State Water Resources Control Board's Resolution. At this time, ACEH requests that you note the following technical comments and send us the technical reports described below.

TECHNICAL COMMENTS

1. **Groundwater Contaminant Plume Monitoring Frequency** – Quarterly groundwater monitoring may be appropriate for a period of one year for the newly installed groundwater monitoring wells. In the groundwater sampling report, please include a groundwater monitoring plan for review. This may include quarterly monitoring for the newly installed wells and semi-annual and/or less frequent monitoring for existing wells.

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, including routine groundwater sampling.

TECHNICAL REPORT REQUEST

Please submit technical reports to ACEH (Attention: Paresh Khatri), according to the following schedule:

- **November 9, 2009** – Groundwater Monitoring Report (3rd Quarter 2009)

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,

Mr. Shinnors
RO0000039
August 13, 2009, Page 3

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.

If you have any questions, please call me at (510) 777-2478 or send me an electronic mail message at paresh.khatri@acgov.org.

Sincerely,

Paresh C. Khatri
Hazardous Materials Specialist

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

cc: Ruben Byerley, YRC North American Transportation, Inc., 10990 Roe Avenue, Overland Park, KS 66211
Gary Messerotes, Burns & McDonnell, 393 East Grand Avenue, Suite J, South San Francisco, CA 94080
Patrick Bratton, Burns & McDonnell, 393 East Grand Avenue, Suite J, South San Francisco, CA 94080
Leroy Griffin, Oakland Fire Department, 250 Frank H. Ogawa Plaza, Ste. 3341, Oakland, CA 94612-2032 (sent via electronic mail to lgriffin@oaklandnet.com)
Donna Drogos, ACEH (sent via electronic mail)
Paresh Khatri, ACEH (sent via electronic mail)
GeoTracker
File

Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC)	ISSUE DATE: July 5, 2005
	REVISION DATE: March 27, 2009
	PREVIOUS REVISIONS: December 16, 2005, October 31, 2005
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

- Entire report including cover letter must be submitted to the ftp site as a **single portable document format (PDF) with no password protection**. (Please do not submit reports as attachments to electronic mail.)
- 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)

Additional Recommendations

- A separate copy of the tables in the document should be submitted by e-mail to your Caseworker in **Excel** format. These are for use by assigned Caseworker only.

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
Or
 - ii) Send a fax on company letterhead to (510) 337-9335, to the attention of My Le Huynh.
 - 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 and Firefox browsers will not open the FTP site.
 - b) Click on File, then on Login As.
 - 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.