



PORT OF OAKLAND

April 10, 2014

RECEIVED

By Alameda County Environmental Health at 3:49 pm, Apr 14, 2014

Mr. Keith Nowell
Hazardous Materials Specialist
Alameda County Environmental Health Department
Environmental Protection
1131 Harbor Bay Parkway, Suite 250
Alameda, California 94502

Subject: Low-Threat Closure Request
RO0000059
Former Underground Storage Tank CF-31 Site
2700 Seventh Street
Port of Oakland
Oakland, California

Dear Mr. Nowell:

ARCADIS U.S., Inc. (ARCADIS) has prepared this Low-Threat Closure Request on the behalf of the Port of Oakland (Port) regarding an underground storage tank (UST) site that today is located within the Port's Berth 30-32 container terminals. The UST Site contained one UST which is identified as located at a street address of 2700 7th Street, Oakland, California. The documents that accompany this letter includes the signatory page of the responsible professional geologist and a Low-Threat Closure Request.

I declare, to the best of my knowledge at the present time, that the information and/or recommendations contained in the attached document are true and correct.

If you have any questions or comments regarding the content of this report, please contact me at 510.627.1373 or by e-mail at jprall@portoakland.com.

Sincerely,

John Prall, PG
Port Associate Environmental Scientist
Environmental Programs & Planning Division

Enclosures noted in text

CC: William Semel, ARCADIS
Anne Whittington, Port of Oakland
Michele Heffes, Port of Oakland
Jeff Rubin, Port of Oakland



Mr. Keith Nowell
Hazardous Materials Specialist
Alameda County Environmental Health
Department Environmental Protection
1131 Harbor Bay Parkway, Suite 250
Alameda, California 94502

Subject:

Regulatory Response Letter
Former Underground Storage Tank CF-31 Site
2700 7th Street
Oakland, California
Fuel Leak Case No. RO0000059

Dear Mr. Khatri:

ARCADIS U.S., Inc. (ARCADIS) has prepared this Regulatory Response Letter ("Response Letter") for the Port of Oakland's (the Port's) Former Underground Storage Tank CF-31 site (UST CF-31), located at 2700 7th Street in Oakland, California (the "Site", Attachment 1). This Response Letter was prepared to address data gaps identified for the Site as provided in Alameda County Environmental Health Department's (ACEH's) September 30, 2010 letter titled *MTBE Analysis for Fuel Leak Case No. RO0000059 and GeoTracker Global ID T0600101098* ("ACEH Letter"; Attachment 2). The ACEH Letter stated that the Site could not be evaluated for closure due to the absence of methyl tertiary butyl ether (MTBE) data for soil and groundwater samples collected from the Site.

This Response Letter presents a brief site history, a summary of soil and groundwater data collected from the Site, summary of regulatory correspondence, and a technical evaluation explaining why the absence of MTBE analytical data should not prevent the Site from obtaining closure.

Site History

UST CF-31 was a steel 15,000-gallon diesel UST that was removed from the Site on November 28, 1988 due to redevelopment of the Site from a milling, storage, and shipping facility into a marine cargo terminal. Approximately 3,900 gallons of product was removed from the tank and disposed of as hazardous waste.

Imagine the result

ARCADIS U.S., Inc.
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ENVIRONMENT

Date:
April 11, 2014

Contact:
Katherine Brandt

Phone:
510-596-9675

Email:
Katherine.Brandt@
arcadis-us.com

Our ref:
04656020.LTCP

During UST removal activities, hydrocarbon odors were noted on the southern end of the tank excavation. However, inspection of the tank by Aqua ASE staff and the Alameda County Health Department did not identify any evidence of corrosion, punctures, or leaks in the tank walls (Baseline Environmental Consulting [Baseline] 1989).

On November 28, 1988, a total of four soil samples (TA-1, TA-2, TA-3, and TA-4) and one grab groundwater sample (TA-5) were collected from the excavation following UST removal. Historical soil and groundwater sampling locations are provided in Attachment 1. The soil samples were collected from the bottom of the tank excavation at a depth of approximately 10 feet below ground surface (bgs). The soil samples were analyzed for total petroleum hydrocarbons (TPH) as gasoline (TPH-g), TPH as kerosene (TPH-k), TPH as diesel (TPH-d), TPH as other (TPH-other), and benzene, toluene, ethylbenzene, and total xylenes (BTEX, collectively). TPH-g was detected in one soil sample, TA-1, at a concentration of 3,800 milligrams per kilogram (mg/kg). TPH-other was detected in soil samples collected at soil sample locations TA-1 and TA-3 at concentration of 2,600 and 49 mg/kg, respectively. Concentrations of benzene (1.1 mg/kg), toluene (7.4 mg/kg), ethylbenzene (2.5 mg/kg), and total xylenes (116 mg/kg) were detected in soil sample TA-1. TPH-k and TPH-d were not detected above the laboratory reporting limit (LRL) in any of the soil samples collected. TPH-other was detected at a concentration of 2.4 milligrams per liter (mg/L) in a groundwater sample, TA-5, collected from the base of the excavation. No other petroleum hydrocarbon constituents were detected in this sample (Baseline 1989).

The laboratory report for soil samples TA-1 and TA-3 and groundwater sample TA-5 with detected concentrations of TPH-other, described the TPH-other as follows:

“Fingerprint pattern does not match hydrocarbon standards; Quantitation based on the largest peaks within C12-C24 boiling range.”

This laboratory description of TPH-other suggests that TPH-other is not comprised of petroleum hydrocarbons. TPH-other may be comprised of polar degradation products derived from degradation of the gasoline-range petroleum hydrocarbons detected in the TA-1 soil sample. Polar compounds derived from degradation of gasoline-range petroleum hydrocarbons typically elute within the diesel range (C12-C24) but do not have a pattern that matches a typical laboratory diesel standard (Munzar et al. 2011). Alternately, these detected concentrations of TPH-other may indicate the presence of naturally occurring organic matter not associated with petroleum hydrocarbons. Sample chromatograms were not available and further characterization of TPH-other is not possible at this time.

Given the detection of TPH-other from grab groundwater sample TA-5, a confirmation grab groundwater sample (SW) was collected in the vicinity of TA-5 on December 30, 1988. The confirmation groundwater sample was analyzed for TPH-k, TPH-d, TPH-other, and BTEX. All constituents of concern (COCs) were below their respective LRLs (Baseline 1989).

On January 24, 1989, based on detected concentrations of TPH-g and BTEX in the TA-1 soil sample, approximately 35 cubic yards of petroleum hydrocarbon-affected soil was excavated from the southern end of the excavation in the vicinity of TA-1. One confirmation soil sample (labeled South End) was collected from native soil in the south wall of the excavation, near TA-1, after completion of the additional soil excavation activities. The confirmation soil sample was analyzed for TPH-g, TPH-k, TPH-d, TPH-other, and BTEX. TPH-other was detected at a concentration of 200 mg/kg in the South End soil sample. All other COCs were below their respective LRLs (Baseline 1989).

Samples of stockpiled overburden soil removed during excavation of the tank were submitted for laboratory analysis of TPH. One stockpile soil sample, S3, had a detected TPH-other concentrations of 340 mg/kg. Concentrations of other COCs in the S3 sample were below LRLs. Concentrations of COCs in the other stockpile soil samples were all below LRLs. Stockpile soil in the vicinity of the S3 sample location was removed from the stockpile and was placed with the additional petroleum hydrocarbon-affected soil excavated from the tank removal area in the vicinity of sample TA-1. All other stockpiled overburden soil was placed back into the tank excavation area.

A waste characterization sample was collected from the stockpile of petroleum hydrocarbon-affected material removed from the excavation from the vicinity of TA-1 and soil removed from the overburden soil stockpile in the vicinity of soil sample S-3. The waste characterization sample had a detected TPH-other concentration of 47 mg/kg. Concentrations of other COCs in the waste characterization sample were below LRLs. The concentrations of TPH in soil samples collected from the stockpile of petroleum hydrocarbon-affected soil were below the 1,000 mg/kg limit considered by the California Department of Health Services as hazardous waste. Based on these results, soil was transported and disposed of as non-hazardous waste at a Class II or III landfill (Baseline 1989).

A sample of tank rinsate water contained TPH-other at a concentration of 1.7 mg/L. All other COCs were below their respective LRLs.

When the Site was transferred into the Local Oversee Program (LOP) on December 6, 1995, ACEH requested additional site assessment activities be performed (ACEH 1996). Due to significant redevelopment at the Site, the former UST CF-31 location could not be identified. Therefore, a geophysical investigation was conducted to determine the location of the former UST CF-31. It should be noted that during redevelopment activities, the upper six feet of soil at the Site was removed and replaced with engineered fill. The geophysical investigation was performed on September 13, 1996 and included magnometry and ground penetrating radar. The results from this investigation were inconclusive and the Site was unable to be identified (Innovative Technical Solutions, Inc. [ITSI] 1996). Based on conversations between Mr. John Prall of the Port and Mr. William Semel of ARCADIS, the general vicinity of the Site has been identified, based on a review of historical aerial photographs.

On September 30, 2010, ACEH voluntarily reviewed the Site for case closure in the ACEH Letter (Attachment 2). Based on ACEH's review of the Site, closure was not considered because MTBE was not analyzed in soil and groundwater samples collected during the diesel UST removal activities that were conducted in late 1988 and early 1989, prior to widespread usage of MTBE.

Technical Evaluation of MTBE at the Site

Prior to around 1989, MTBE was used primarily as an octane booster in a small percentage of the gasoline pool, usually in newly introduced premium unleaded blends. To achieve an increase in octane and a reduction in engine knocking, MTBE was added to gasoline in small quantities (up to 2%) (Stout et al. 2006). After circa 1988, MTBE was added to gasoline at higher quantities (up to 15%), per a mandate by the United States Environmental Protection Agency (USEPA), to reduce smog in many major metropolitan areas across the United States. UST CF-31 was designated as a diesel tank and was removed in November 1988, prior to widespread usage of MTBE in gasoline.

Only one soil sample collected at tank excavation soil sample location TA-1 had detected concentrations of TPH-g and BTEX. Based on analytical results for soil samples collected during UST excavation activities (TA-1 through TA-4), approximately 35 cubic yards of soil were removed and a confirmation soil sample near TA-1 was collected (labeled South End). TPH-g and BTEX were not detected above their respective LRLs from this confirmation soil sample. In addition, BTEX compounds were not detected above their respective LRLs in both grab groundwater samples collected from the tank excavation.

Based on multiple lines of evidence, it is highly unlikely that MTBE would be present in soil or groundwater at the Site:

- MTBE was not widely used as an additive to gasoline prior to the time UST CF-31 was removed in November 1988;
- UST CF-31 was designated as a diesel fuel tank and MTBE is not known to have been added to diesel fuel;
- 35 cubic yards of petroleum hydrocarbon-affected soil was removed from the tank excavation area and disposed of offsite;
- Two grab groundwater samples had no detected concentrations of BTEX compounds; BTEX compounds are typically detected in groundwater affected by gasoline;
- The confirmation soil sample South End collected near TA-1 after completion of additional soil excavation activities had no detected concentrations of TPH-g and BTEX.

Given the unlikely presence of MTBE at the site due to a potential release from UST CF-31, ARCADIS does not agree that it is necessary to perform additional soil and groundwater assessments for characterization of MTBE at the Site. In addition, given that grab groundwater and confirmation soil sampling identified no TPH-g, TPH-d, or BTEX components, ARCADIS requests that this Site be re-considered for closure.

If you have any questions or comments regarding the contents of this letter, please contact Kathy Brandt of ARCADIS at 510-596-9675 or by e-mail at Katherine.Brandt@arcadis-us.com.

Sincerely,

ARCADIS U.S., Inc.

Katherine Brandt
 Certified Project Manager



Copies:

- John Prall – Port of Oakland
- Jeff Rubin – Port of Oakland
- William Semel - ARCADIS GeoTracker

Tables:

Table 1	Historical Soil Analytical Results
Table 2	Historical Groundwater Analytical Result

Attachments:

Attachment 1	Historical Site Features and Soil and Groundwater Sample Locations
Attachment 2	ACEH Letter dated September 30, 2010

References:

Alameda County Health Care Services (ACEH). 1996. RE: 2700 7th Street, Oakland CA 94607. July 10.

Baseline Environmental Consulting (Baseline). 1989. Report on Underground Tank Removal and Remedial Activities, 2700 7th Street, Oakland, CA. March.

Innovative Technical Solutions, Inc. (ITSI). 1996. Results of Geophysical Investigation, Former Carnation Terminal Site, Berth 30 (STID-5801), 2700 7th Street, Oakland, California. October 28.

Munzar, S., D. Zemo, R. North, and J. Mair. 2011. Occurrence of Polar Organic Compounds in Groundwater Resulting from Biodegradation – Implications for Petroleum Site Investigations and Remediation. Abstract in *First Annual Science Advisory Board for Contaminated Sites in British Columbia (SABCS) Conference on Contaminated Sites*, September 2011; and in *ESAA Canada Remediation Technologies Symposium (RemTec)*, October 2011.

Stout, S., G. Douglad, and A. Uhler. 2006. Automotive Gasoline. In: *Environmental Forensics Contaminant Specific Guide*, R. Morrison and B Murphy eds., Elsevier, Amsterdam.

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Tables

Table 1. Historical Soil Analytical Results

Port of Oakland
 UST CF-31
 2700 7th Street, Oakland, California

Sample ID	Date	Depth (ft bgs)	TPH-g mg/kg	TPH-k mg/kg	TPH-d mg/kg	TPH-other mg/kg	Benzene mg/kg	Toluene mg/kg	Ethylbenzene mg/kg	Total Xylenes mg/kg
Tank Excavation Soil Samples										
TA-1	11/28/1988	10	3,800	<10	<10	2,600	1.1	7.4	2.5	116
TA-2	11/28/1988	10	<10	<10	<10	<10	<0.005	<0.005	<0.005	<0.005
TA-3	11/28/1988	10	<10	<10	<10	49	<0.005	<0.005	<0.005	<0.005
TA-4	11/28/1988	10	<10	<10	<10	<10	<0.005	<0.005	<0.005	<0.005
South End	1/24/1989	--	<10	<10	<10	220	<0.1	<0.1	<0.1	<0.1
Overburden Stockpile Soil Samples										
S1, S2, S4 (composite)	11/28/1988	10	<10	<10	<10	<10	--	--	--	--
S3	11/28/1988	10	<10	<10	<10	340	--	--	--	--
S5, S6, S7, S8 (composite)	11/28/1988	10	<10	<10	<10	<10	--	--	--	--
Waste Characterization Soil Sample										
S1, S2, S3, S4 (composite)	11/28/1988	10	<10	<10	<10	47	<0.1	<0.1	<0.1	0.3

Notes:

ft bgs - feet below ground surface

mg/kg - milligrams per kilogram

Bold - value exceeds laboratory reporting limit

<10 - not detected at the indicated laboratory reporting limit

-- - not analyzed / not provided

TPH-g - total petroleum hydrocarbons as gasoline

TPH-k - total petroleum hydrocarbons as kerosene

TPH-d - total petroleum hydrocarbons as diesel

TPH-other - total petroleum hydrocarbons as other

Table 2. Historical Groundwater Analytical Results

Port of Oakland

UST CF-31

2700 7th Street Oakland, California

Sample ID	Date	TPH-g	TPH-k	TPH-d	TPH-other	Benzene	Toluene	Ethylbenzene	Xylenes
		(mg/L)				(µg/L)			
#1	11/21/1988	--	<0.05	<0.05	1.7	--	--	--	--
TA-5	11/28/1988	--	<0.05	<0.05	2.4	<1	<1	<1	<1
SW	12/30/1988	<0.05	<0.05	<0.05	<0.05	<5	<5	<5	<5

Notes:

µg/L - micrograms per liter

mg/L - milligrams per liter

Bold - value exceeds laboratory reporting limit

<10 - not detected at the indicated laboratory reporting limit

-- - not analyzed

TPH-g - total petroleum hydrocarbons as gasoline

TPH-k - total petroleum hydrocarbons as kerosene

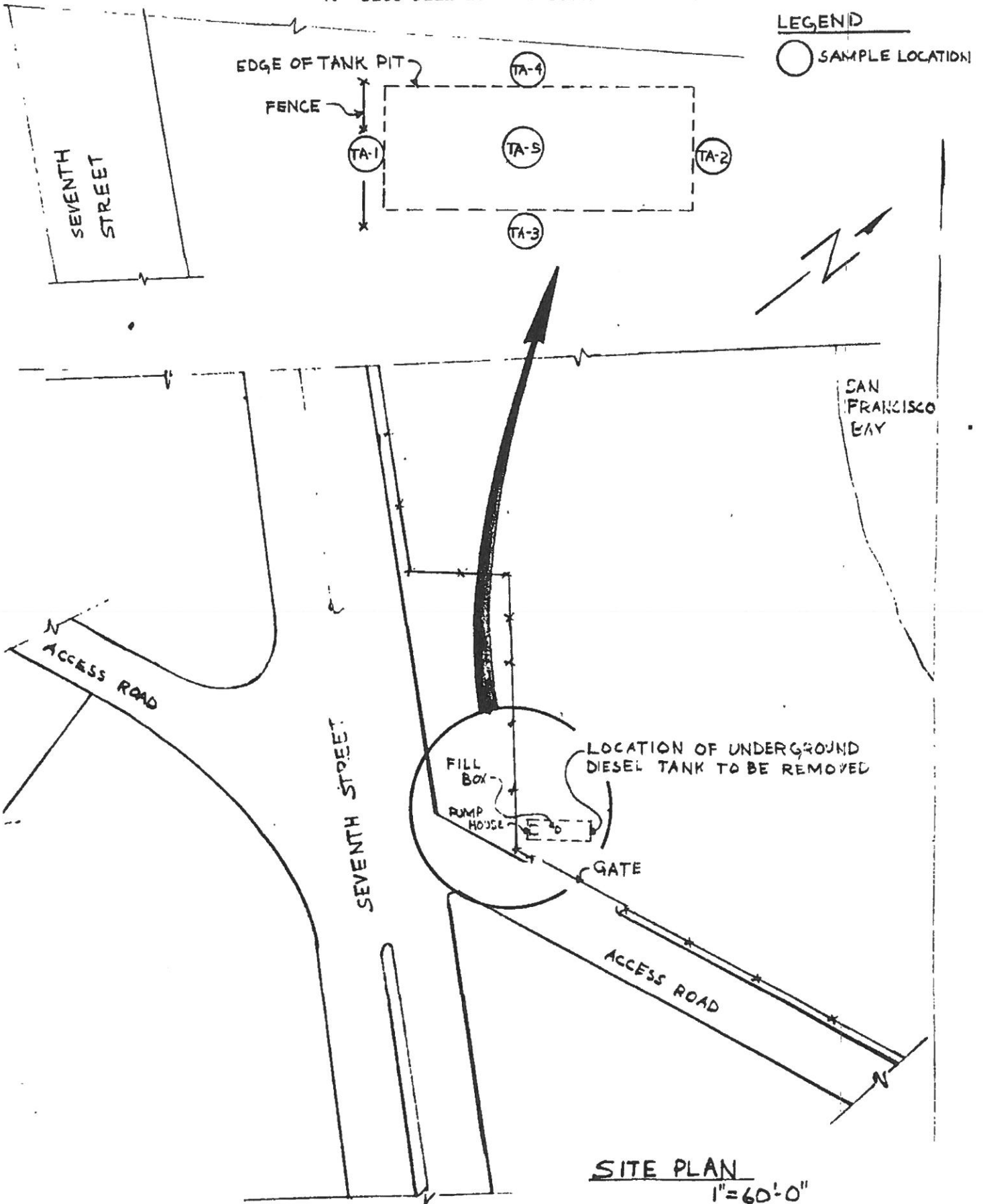
TPH-d - total petroleum hydrocarbons as diesel

TPH-other - total petroleum hydrocarbons as other

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Attachment 1
Historical Site Features and Soil
and Groundwater Sample
Locations

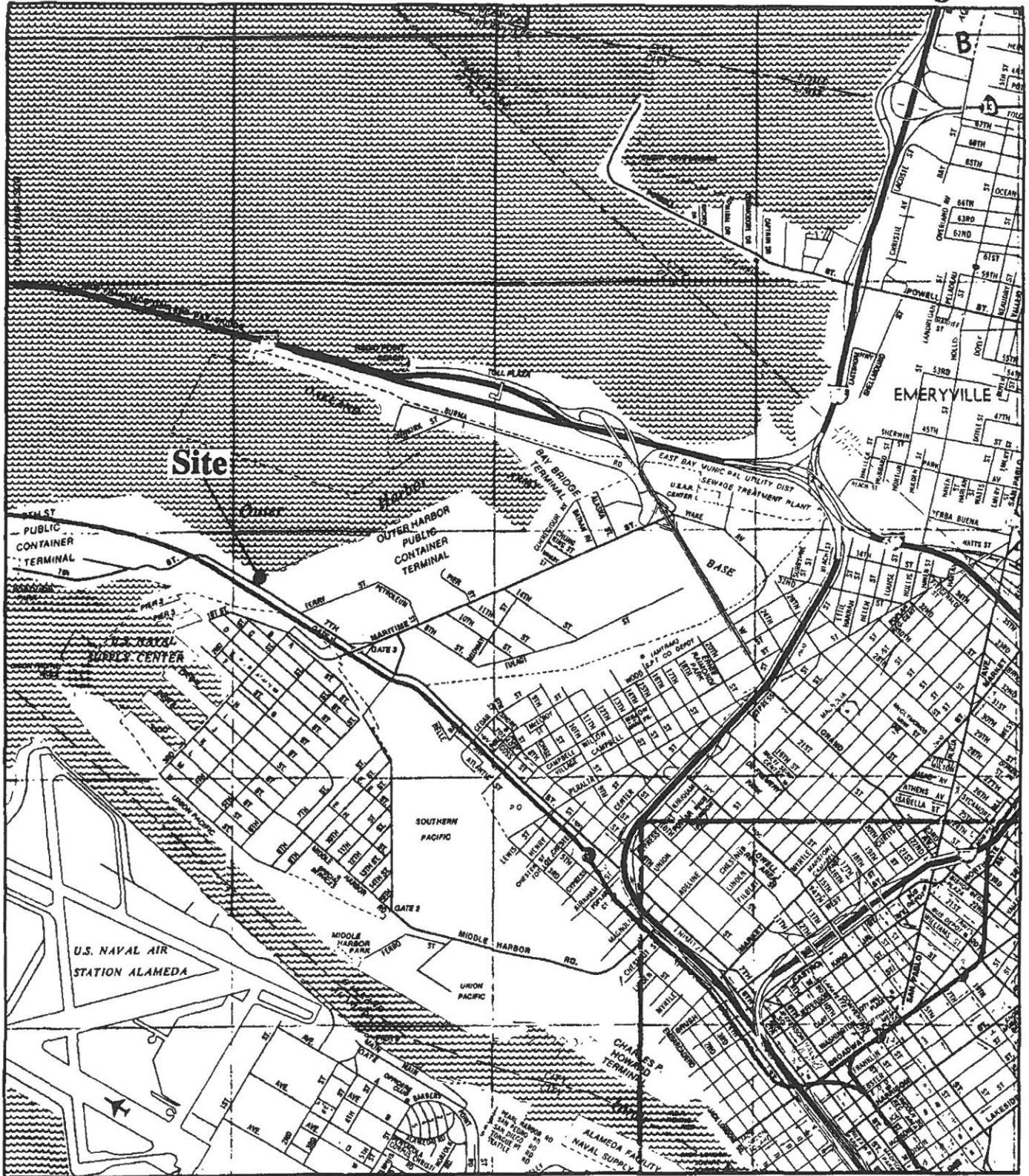
4. Site Plan at 2700 Seventh Street, Oakland



SITE PLAN
1"=60'-0"

REGIONAL LOCATION

Figure 1



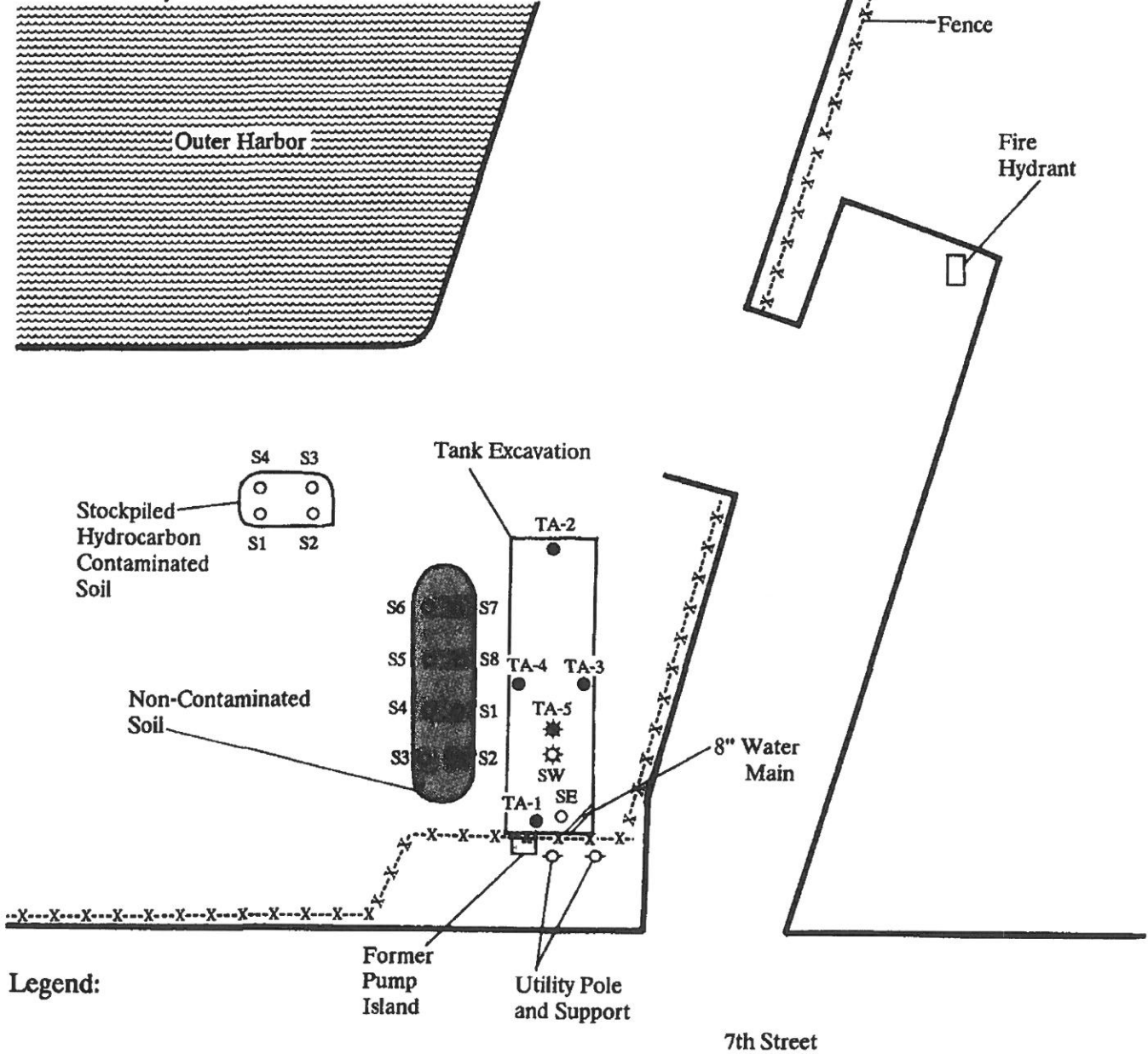
2700 7th Street
Oakland, California



BASELINE

SITE PLAN
Underground Tank Removal
2700 7th Street
Oakland, California

Figure 2



Legend:

- Soil Sampling Location
Aqua Science Engineers
- ✱ Groundwater Sampling Location
Aqua Science Engineers
- Soil Sampling Location
Baseline
- ✱ Groundwater Sampling Location
Baseline



Not to Scale

BASELINE

ARCADIS

Attachment 2
ACEH Letter dated
September 30, 2010



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

September 30, 2010

John Prall
Port of Oakland
530 Water Street, 4th Floor
Oakland, CA 94607-3524

Subject: MTBE Analysis for Fuel Leak Case No. RO0000059 and GeoTracker Global ID T0600101098, Port of Oakland / Albers Mill / Berth 30, Street Address, 2700 7th Street, Oakland, California 94607

Dear Mr. Prall:

Alameda County Environmental Health (ACEH) recently reviewed this case for case closure consideration. Based on our findings it appears that the soil and/or groundwater has not been analyzed for methyl tertiary butyl ether (MTBE). Therefore, an adequate closure evaluation could not be performed. ACEH requests that you address the following technical comments and send us a work as requested below.

TECHNICAL COMMENTS

1. **MTBE Analysis Requirement** – Based on a review of our case file, it appears that in 1988, one 15,000-gallon underground storage tank (UST), which was reported to store diesel fuel, was removed from the site. Initial soil sampling results detected total petroleum hydrocarbons in the gasoline range at concentrations of 3,800 mg/kg. Additional soil excavation was conducted, which yielded lower soil contaminant concentrations of 220 mg/kg of total petroleum hydrocarbons as motor oil.

According to Section 25299.37.1, “[n]o closure letter pursuant to this chapter shall be issued unless the soil or groundwater, or both, where applicable, at the site have been tested for MTBE and the results of that testing are known to the regional board.”

Although a diesel UST was utilized at the site, gasoline range contaminants were also present in the soil. Therefore, please propose a scope of work to address the above-mentioned concerns and submit a work plan due by the date specified below.

REQUEST FOR INFORMATION

ACEH’s electronic case file for the subject site contains the following electronic reports as listed on our website (<http://www.acgov.org/aceh/lop/ust.htm>). You are requested to submit copies of all other reports related to environmental investigations for this property (including Phase 1 reports) by **Monday, November 1, 2010**.

Mr. Prall
RO0000059
September 30, 2010, Page 2

TECHNICAL REPORT REQUEST

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

- **November 29, 2010** – Soil and Water Investigation Work

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
Hazardous Materials Specialist

Enclosure: Responsible Party(ies) Legal Requirements/Obligations
ACEH Electronic Report Upload (ftp) Instructions

cc: 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(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)	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.