



Atlantic Richfield Company  
(a BP affiliated company)

P.O. Box 1257  
San Ramon, California 94583  
Phone: (925) 275-3801  
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19 May 2009

Re: Work Plan for On-Site Soil Investigation  
Atlantic Richfield Company Station No.374  
6407 Telegraph Avenue  
Oakland, California  
ACEH Case No.RO0000078

**RECEIVED**

12:52 pm, May 20, 2009

Alameda County  
Environmental Health



"I declare, that 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."

Submitted by:

Paul Supple  
Environmental Business Manager

**WORK PLAN FOR ON-SITE SOIL  
INVESTIGATION**  
Atlantic Richfield Company Station No. 374  
6407 Telegraph Avenue, Oakland, California  
ACEH Case No. RO0000078

Prepared for

Mr. Paul Supple  
Environmental Business Manager  
Atlantic Richfield Company  
P.O. Box 1257  
San Ramon, California 94583

Prepared by



1324 Mangrove Avenue, Suite 212  
Chico, California 95926  
(530) 566-1400  
*www.broadbentinc.com*

19 May 2009

Project No. 06-88-602

19 May 2009

Job No. 06-88-602

Mr. Paul Supple  
Environmental Business Manager  
Atlantic Richfield Company  
PO Box 1257  
San Ramon, California 94583  
Submitted via ENFOS

RE: Work Plan for On-Site Soil Investigation, Atlantic Richfield Company (a BP affiliated company) Station No. 374, 6407 Telegraph Avenue, Oakland, California;  
ACEH Case No. RO0000078

Dear Mr. Supple,

Broadbent & Associates, Inc. is pleased to present the enclosed *Work Plan for On-Site Soil Investigation* for additional soil characterization at the above-referenced facility. This work plan was prepared in response to a letter request from the Alameda County Environmental Health Services dated 20 March 2009. In accordance with that request, this work plan includes discussion of the site background, site geology and hydrogeology, the proposed scope of work, and schedule.

Should you have any questions concerning this work plan, please do not hesitate to contact us at (530) 566-1400.

Sincerely,  
BROADBENT & ASSOCIATES, INC.



Jason Duda  
Project Scientist



Thomas A. Venus, P.E.  
Senior Engineer



Enclosure

cc: Mr. Paresh Khatri, Alameda County Environmental Health (Submitted via ACEH ftp site)  
Electronic copy uploaded to GeoTracker

**WORK PLAN FOR ON-SITE SOIL INVESTIGATION**  
**Atlantic Richfield Company Station No. 374**  
**6407 Telegraph Avenue, Oakland, California**  
**ACEH Case No. RO0000078**

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- Drawing 1     Site Location Map
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# WORK PLAN FOR ON-SITE SOIL INVESTIGATION

Atlantic Richfield Company Station No. 374  
6407 Telegraph Avenue, Oakland, California

## 1.0 INTRODUCTION

On behalf of the Atlantic Richfield Company, RM – a BP affiliated company, Broadbent & Associates, Inc. (BAI) has prepared this Work Plan for On-Site Soil Investigation for additional soil characterization at the Atlantic Richfield Company Station No. 374, located at 6407 Telegraph Avenue, Oakland, California (Site). This work plan was prepared in response to a letter request from the Alameda County Environmental Health Services (ACEH) dated 20 March 2009. A copy of this letter is provided in Attachment A. Specifically, ACEH technical comments within the 20 March 2009 letter requested a proposal to characterize the vertical and lateral extent of residual hydrocarbon contamination within soils beneath the eastern dispenser island in the eastern portion of the Site. In accordance with the request of 20 March 2009, this work plan includes discussions on the site background, regional and Site geology and hydrogeology, the proposed scope of work, and completion schedule.

## 2.0 SITE BACKGROUND

The Site is an active ARCO brand gasoline retail outlet located at 6407 Telegraph Avenue, on the northwestern corner of Telegraph and Alcatraz Avenues in Oakland, California (Drawing 1 and Drawing 2). The land use in the immediate vicinity of the Site is mixed commercial and residential. The Site consists of a service station building and two 12,000-gallon gasoline underground storage tanks (USTs) with associated piping and dispensers. The Site is covered with asphalt or concrete surfacing except for planters along the western property boundary containing mature conifer trees.

Numerous subsurface investigations and remedial activities have been conducted on-site since 1988. A comprehensive Site history can be found within the *Work Plan for On-Site Soil Investigation* prepared by BAI dated 27 June 2008.

On 12 and 13 November 2008, Stratus Environmental, Inc. (Stratus) conducted an on-site soil investigation as requested by ACEH in their directive letter dated 4 September 2008 in order to characterize residual hydrocarbon contamination within soils at the source area. Two soil borings, B-11 and B-12, were advanced in the vicinity of historic soil samples S-12-T4A1 and S-12-T4A2, respectively. Soil samples collected during boring activities were analyzed for Gasoline Range Organics (GRO, hydrocarbon chain lengths between C6-C12) by EPA Method 8015B; and for Benzene, Toluene, Ethylbenzene, and Total Xylenes (BTEX), Methyl Tert-Butyl Ether (MTBE), Ethyl Tert-Butyl Ether (ETBE), Tert-Amyl Methyl Ether (TAME), Di-Isopropyl Ether (DIPE), 1,2-Dichloroethane (1,2-DCA), 1,2-Dibromoethane (EDB), Tert-Butyl Alcohol (TBA), and Ethanol using EPA Method 8260B. The analytes were not detected above their respective reporting limits in the two soil samples submitted for laboratory analysis with the exception of minor concentrations of MTBE in samples B-11-15 and B-12-15.5 and TBA in sample B-12-15.5. The boring locations are depicted in Drawing 2. A more detailed summary of the field activities conducted and analytical results obtained during this investigation can be found in the *Soil Investigation Report* submitted on 26 December 2008 by BAI.

On 4 December 2008, Stratus collected compliance soil samples in conjunction with Paradiso Mechanical, Inc. (the contractor renovating the service station) and under the direction of City of

Oakland Fire Department personnel during product line and fuel dispenser upgrades at the Site. Initially, a total of eleven soil samples (see Drawing 2) were collected beneath the fuel dispensers and short pipeline stubs into the main product line, which was not removed/replaced. Following review of the initial analytical results, Atlantic Richfield Company attempted to excavate additional soil from sampling locations D4-2.5' and PL3-3' due to their elevated hydrocarbon concentrations. Some additional soil was able to be excavated but the amount was limited due to constraints from the existing infrastructure. Additional soil samples (D-4 5' and PL-3 5') were collected on 9 December 2008 from approximately five feet below ground surface (bgs) in an attempt to delineate the vertical extent of contamination at the two previous locations with elevated hydrocarbon concentrations. Additional soil sample PL-3 5' contained lower hydrocarbon concentrations than the original sample, while sample D-4 5' contained higher hydrocarbons concentrations than the original sample. A more detailed summary of the field activities conducted and analytical results obtained during this investigation can be found in the *Compliance Soil Sampling Report for Product Line/Fuel Dispenser Upgrades* submitted on 19 February 2009 by BAI.

### **3.0 SITE GEOLOGY AND HYDROGEOLOGY**

According to the *East Bay Plain Groundwater Basin Beneficial Use Evaluation Report* (California Regional Water Quality Control Board – San Francisco Bay Region/SFRWQCB, June 1999), the Site is located within the Oakland Sub-Area of the East Bay Plain of the San Francisco Basin. The Oakland Sub-Area contains a sequence of alluvial fans. The alluvial fill thickness ranges from 300 to 700 feet deep. There are no well-defined aquitards such as estuarine muds. The largest and deepest wells in this sub-area historically pumped one to two million gallons per day at depths greater than 200 feet. Overall, sustainable yields are low due in part to low recharge potential. The Merrit sand in West Oakland was an important part of the early water supply for the City of Oakland. It is shallow (up to 60 feet), but before the turn of the last century, septic systems contaminated the water supply wells.

Throughout most of the Alameda County portion of the East Bay Plain, from Hayward north to Albany, water level contours show that the general direction of ground-water flow is from east to west or from the Hayward Fault to the San Francisco Bay. Ground-water flow direction generally correlates to topography. Flow direction and velocity are also influenced by buried stream channels that typically are oriented in an east to west direction. The nearest natural drainage is Claremont Creek, located approximately 1.2 miles west-northwest of the Site. Claremont Creek flows generally east to west near the Site vicinity.

The Site elevation is approximately 163 feet above mean sea level. The water table fluctuates seasonally. Historically, depth-to-water measurements have ranged from approximately five to 11 feet bgs. Ground-water flow direction during the first quarter monitoring event on 23 February 2009 was to the southwest at a gradient of 0.04 ft/ft.

According to the *East Bay Plain Groundwater Basin Beneficial Use Evaluation Report*, the City of Oakland does not have “any plans to develop local ground-water resources for drinking water purposes, because of existing or potential saltwater intrusion, contamination, or poor or limited quantity.” However, the RWQCB’s Basin Plan denotes existing beneficial uses of municipal and

domestic supply (MUN), industrial process supply (PROC), industrial service supply (IND), and agricultural supply (AGR) for the East Bay Plain ground-water basin.

The Site is typically underlain by silty and sandy clays with intervals also consisting of sands and gravels to a total explored depth of approximately 28 feet bgs. The boring log for MW-1 indicates that intermittent layers of silty clay and sandy clay are present throughout the entire boring with gravels appearing at approximately eight feet bgs and sand appearing at approximately 18 feet bgs. The boring log for MW-2 indicates that intermittent layers of silty clay and sandy clay are present throughout the entire boring with gravels appearing at approximately eight feet bgs. The boring log for MW-3 indicates that silty clay is present throughout the entire boring with minor gravel appearing at approximately 18.5 feet bgs and sand appearing at approximately 27 feet bgs. The boring log for MW-4 indicates that silty clay is present from approximately ground surface to 13 feet bgs. Sandy gravel with some silt appears at 13 feet bgs and transitions into silty clay with some sand and gravel at approximately 22 feet bgs.

#### **4.0 PROPOSED SCOPE OF WORK**

At the request of ACEH, the purpose of the proposed on-site soil investigation is to investigate the vertical and lateral extent of petroleum hydrocarbon contamination in soil beneath the eastern dispenser island in the eastern portion of the Site at a depth of approximately five feet bgs. BAI proposes advancing three borings utilizing a hand auger to evaluate potential, residual petroleum hydrocarbon impacts to soil in the vicinity of the eastern dispenser island. Boring B-13 is proposed approximately ten feet directly east of the previous sampling location D-4 located in the eastern portion of the property, referenced in the ACEH letter (see Attachment A). Boring B-14 is proposed approximately ten feet south of previous sampling location D-4. Boring B-15 is proposed approximately 10 feet west of previous sampling location D-4. The proposed boring locations are shown in Drawing 2. The proposed boring locations are to be positioned outside of the limits of the pipeline replacement excavation to avoid underground infrastructure and sampling of backfill material. It is technically infeasible to advance the borings in the exact location of previous sample D-4 due to its proximity to existing infrastructure, shallow ground-water levels (approximately six to eight feet bgs), and BP's current safety policy. The actual locations may vary due to the potential presence of underground utility conflicts.

Prior to initiating field activities, Stratus Environmental Inc. (Stratus) will obtain the necessary drilling permit from Alameda County; prepare a site health and safety plan (HASP) for the proposed work, clear the Site for subsurface utilities, and provide 72-hour advance notification to ACEH prior to start of field activities. The utility clearance will include notifying Underground Service Alert (USA) of the pending work a minimum of 48 hours prior to initiating the field investigation, and securing the services of a private utility locating company to confirm the absence of underground utilities at the boring location.

The Site-specific HASP will be prepared for use by personnel implementing the work plan. A copy of the HASP will be available on-site during work. A safety tailgate meeting will also be conducted daily to review potential hazards and scope of work.

A Stratus field geologist will advance the soil borings using a hand auger to a total approximate depth of eight feet bgs. Soils will be classified according to the Unified Soil Classification System (USCS), and will be examined using visual and manual methods for parameters including odor, staining, color, grain size, and moisture content. Three soil samples will be collected using a drive sampler at approximately four feet bgs, six feet bgs, and eight feet bgs. Recent depth-to-water level measurements within MW-2 have ranged from approximately six feet bgs to eight feet bgs. The soil samples will be submitted to the laboratory for chemical analysis. Following sample collection, the boring will be grouted to the surface using neat cement, and the surface refinished to match the surrounding area.

The samples will be submitted under chain-of-custody protocol to Calscience Environmental Laboratories, Inc. (Garden Grove), a California State-certified environmental laboratory. The soil samples will be analyzed for the following: GRO by EPA Method 8015M; BTEX, MTBE, ETBE, TAME, DIPE, 1,2-DCA, EDB, TBA, and Ethanol using EPA Method 8260B.

Investigation-derived residuals will be temporarily stored onsite in 55-gallon, DOT-approved drums, pending characterization for proper management. Stratus will coordinate the removal and transportation of surplus soils and liquids to appropriate California-regulated facilities.

Upon completion of field activities and receipt of a certified field data package (including copies of permits, field data sheets, boring logs, and the laboratory analytical report with chain-of-custody documentation), BAI will prepare an On-Site Soil Investigation Report. The report will document the results of the investigation, field activities, copies of required permit(s), copies of field notes, soil boring logs, laboratory analytical report with chain-of-custody documentation, discussion of findings, conclusions, and recommendations if warranted. Deviations from the work plan or data inconsistencies will be discussed in the report.

## **5.0 PROPOSED SCHEDULE**

The schedule for the above-noted work shall proceed as follows:

- On-Site Soil Investigation – Upon approval of this work plan and obtaining the necessary permits;
- On-Site Soil Investigation Report – Within 60 days after receipt of certified field data package following completion of fieldwork.

## **6.0 CLOSURE**

The findings presented in this document are based upon: observation of field personnel from previous consultants, the points investigated, and results of laboratory tests performed by various laboratories. Our services were performed in accordance with the generally accepted standard of practice at the time this document was written. No other warranty, expressed or implied was made. This report has been prepared for the exclusive use of Atlantic Richfield Company. It is possible that variations in soil or ground-water conditions could exist beyond points explored in this investigation. Also changes in site conditions could occur in the future due to variations in rainfall, temperature, regional water usage, or other factors.



## 7.0 REFERENCES

ACEH, 20 May 2009. *Fuel Leak Case No. RO0000078 and Geotracker Global ID T0600100106, ARCO #0374, 6407 Telegraph Ave., Oakland, CA 94609.* Letter from Mr. Paresh Khatri (ACEH) to Mr. Paul Supple (Atlantic Richfield Company).

ACEH, 4 September 2009. *Fuel Leak Case No. RO0000078 and Geotracker Global ID T0600100106, ARCO #0374, 6407 Telegraph Ave., Oakland, CA 94609.* Letter from Mr. Paresh Khatri (ACEH) to Mr. Paul Supple (Atlantic Richfield Company).

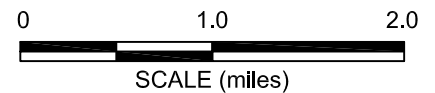
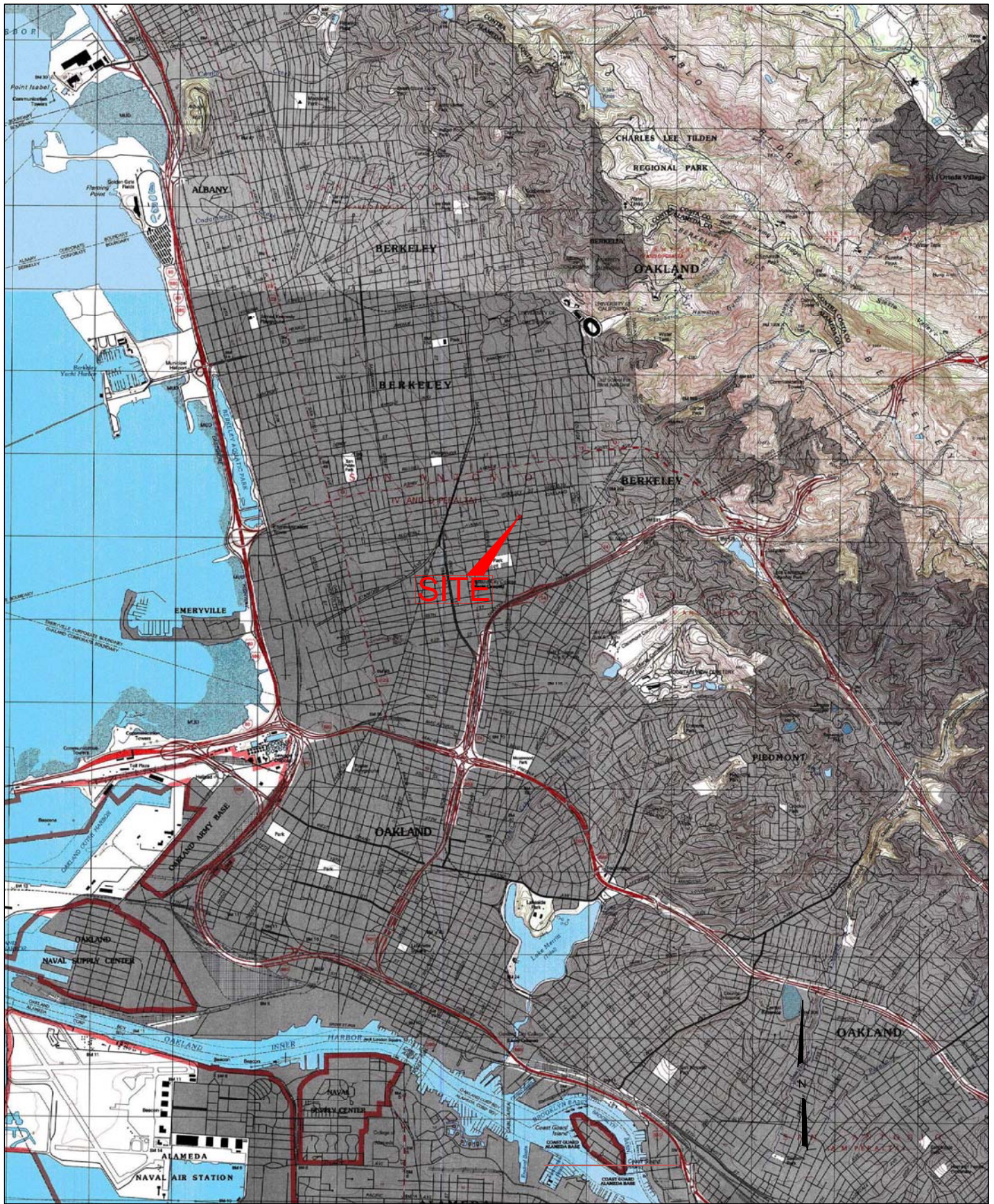
Broadbent & Associates, Inc., 27 June 2008. *Work Plan for On-Site Soil Investigation, Atlantic Richfield Company Station No. 374, 6407 Telegraph Ave., Oakland, California, ACEHS Case No. RO0000078.*

Broadbent & Associates, Inc., 26 December 2008. *Soil Investigation Report, Atlantic Richfield Company Station No. 374, 6407 Telegraph Ave., Oakland, California.*

Broadbent & Associates, Inc., 19 February 2009. *Compliance Soil Sampling Report for Product Line/Fuel Dispenser Upgrades, Atlantic Richfield Company Station No. 374, 6407 Telegraph Ave., Oakland, California.*

Broadbent & Associates, Inc., 30 April 2009. *First Quarter 2009 Ground-Water Monitoring Report, Atlantic Richfield Company Station No. 374, 6407 Telegraph Ave., Oakland, California.*

California Regional Water Quality Control Board, San Francisco Bay Region, Groundwater Committee, June 1999. *East Bay Plain Groundwater Basin Beneficial Use Evaluation Report, Alameda County and Contra Costa Counties, CA.*



NOTE: SITE SKETCH ADAPTED FROM VARIOUS HISTORIC FIGURES.  
 SITE DIMENSIONS AND FACILITY LOCATIONS NOT VERIFIED.

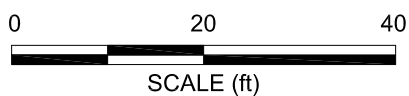
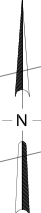


FORMER UNDERGROUND FUEL STORAGE TANKS

Excavation Limits

**LEGEND**

- PROPOSED SOIL BORING
- DEC. 2008 SOIL SAMPLE
- ⊕ MONITORING WELL
- ⊕ TANK-PIT WELL
- HISTORIC BORING
- HISTORIC SAMPLE



ALCATRAZ AVENUE

TELEGRAPH AVE.

DRIVEWAY

DRIVEWAY

DRIVEWAY

SIDEWALK

DRIVEWAY

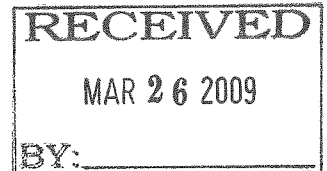
ATTACHMENT A  
RECENT REGULATORY CORRESPONDENCE



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

March 20, 2009

Paul Supple  
Atlantic Richfield Company  
(A BP Affiliated Company)  
P.O. Box 1257  
San Ramon, CA 94583



Subject: Fuel Leak Case No. RO0000078 and GeoTracker Global ID T0600100106, ARCO  
#0374, 6407 Telegraph Avenue, Oakland, CA 94609

Dear Mr. Supple:

Alameda County Environmental Health (ACEH) staff has reviewed the case file for the above-referenced site including the recently submitted document entitled, "Compliance Soil Sampling Report for Product Line/Fuel Dispenser Upgrades," dated February 19, 2009, which was prepared by Broadbent & Associates, Inc. (BAI) for the subject site. The above-mentioned report documents soil sampling conducted for the product line and fuel dispenser upgrades. Confirmation soil sampling collected on December 9, 2008 detected significantly elevated concentrations of TPH-g (5,300 mg/kg) and benzene (19 mg/kg) at the site.

ACEH's September 4, 2008 correspondence approved BAI's "Work Plan for On-Site Soil Investigation," dated June 27, 2008 to investigate elevated concentrations of hydrocarbons previously detected in soil sample S-12-T4A2, collected during the UST removals. However, in light of the significantly elevated concentrations of contaminants detected in the dispenser upgrade soil samples, a revised scope of work is necessary.

ACEH request that you address the following technical comments and send us the technical reports requested below.

#### **TECHNICAL COMMENTS**

1. **Soil and Groundwater Characterization** – On December 4, 2008, Stratus Environmental Inc. (Stratus) collected compliance soil samples under the direction of the City of Oakland Fire Department personnel. TPH-g and benzene were detected as high as 6,500 mg/kg and 18 mg/kg, respectively in soil sample PL-3-3' collected at 3 feet bgs. In soil sample D4-2.5' collected at 2.5 feet bgs, TPH-g and benzene were detected at concentrations of 1,500 mg/kg and 3.6 mg/kg, respectively. On December 9, 2008, a limited over-excavation was conducted to remove the impacted soil. Confirmation soil samples collected at the site detected TPH-g and benzene as high as 5,300 mg/kg and 19 mg/kg, respectively in soil sample D4-5' collected at 5 feet bgs indicating that the vertical and lateral extent of soil contamination is undefined. Please prepare a scope of work to address the above-mentioned concerns as well as comments stated in our September 4, 2008 correspondence and submit a revised work plan due by the date specified below.

### TECHNICAL REPORT REQUEST

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

- **May 19, 2009** – Revised Soil and Water Investigation Work Plan
- **Due within 30 days of sampling** – Quarterly Monitoring Report (2<sup>nd</sup> Quarter 2009)
- **Due within 30 days of sampling** – Quarterly Monitoring Report (3<sup>rd</sup> Quarter 2009)
- **Due within 30 days of sampling** – Quarterly Monitoring Report (4<sup>th</sup> Quarter 2009)
- **Due within 30 days of sampling** – Quarterly Monitoring Report (1<sup>st</sup> Quarter 2010)

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](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

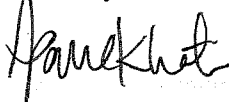
Please note that delays in investigation, later reports, or enforcement actions may result in your becoming ineligible to receive grant money from the state's Underground Storage Tank Cleanup Fund (Senate Bill 2004) to reimburse you for the cost of cleanup.

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.

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

Sincerely,



Paresh C. Khatri  
Hazardous Materials Specialist



Donna L. Drogos, PE  
Supervising Hazardous Materials Specialist

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

cc: Tom Venus, Broadbent & Associates, Inc., 1324 Mangrove Ave., Ste 212, Chico, CA 95926  
Leroy Griffin, Oakland Fire Department, 250 Frank H. Ogawa Plaza, Ste. 3341, Oakland, CA  
94612-2032  
Donna Drogos, ACEH  
Paresh Khatri, ACEH  
File

<b>Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC)</b>	<b>ISSUE DATE:</b> July 5, 2005
	<b>REVISION DATE:</b> December 16, 2005
	<b>PREVIOUS REVISIONS:</b> October 31, 2005
<b>SECTION:</b> Miscellaneous Administrative Topics & Procedures	<b>SUBJECT:</b> Electronic Report Upload (ftp) Instructions

Effective **January 31, 2006**, 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](mailto:dehloptoxic@acgov.org)  
or
    - ii) Send a fax on company letterhead to (510) 337-9335, to the attention of Alicia Lam-Finneke.
  - 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](mailto: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 at 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)