

ALAMEDA COUNTY  
**HEALTH CARE SERVICES**  
AGENCY  
ALEX BRISCOE, Agency Director



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

February 23, 2015

John E. Farrar Trust  
Charles A. Begley and Dorothy A. Crane  
260 Michelle Court  
South San Francisco, CA 94080-6201

Dannan Development LLC  
Andrew & Ruth Goldberg Trust  
1190 Pine Flat Road  
Santa Cruz, CA 95060-9752

Mr. Geoffrey A. Farrar et al. and  
Geoffrey A. Farrar and Shirley M. Trust and  
Geoffrey A. Farrar and George P. Harrison Trust  
P.O. Box 1701  
Chico, CA 95927

Mr. Fred Bertetta c/o Ms. Janet Heikel  
Olympian Oil  
1300 Industrial Road, Suite 2  
San Carlos, CA 94070

Subject: Notice of Responsibility Update, Fuel Leak Case No. RO0000193 and GeoTracker Global ID  
T0600100766, Olympian #112, 1435 Webster, Alameda, CA 94501

Dear Responsible Parties:

In previous Notices of Requirement to Reimburse, the John E. Farrar Trust, Charles A. Begley and D.A. Crane, Mr. Ed Ferrar, Olympian Oil, and Geoffrey Farrar et al, Geoffrey A. Farrar and Shirley M. Trust, Geoffrey A. Farrar and George P. Harrison Trust were notified that the above referenced site had been placed in the Local Oversight Program and that they had been named as Responsible Parties for the fuel leak case. Additional parties have been named as Responsible Parties for the fuel leak case in the attached updated NOR, as defined under 23 C.C.R Sec. 2720. Please see Attachment A – Responsible Parties Data Sheet, which identifies all Responsible Parties and provides background on the unauthorized release and Responsible Party Identification.

Should you have any questions, please contact me at (510) 567-6708 or send me an e-mail message at [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org).

Sincerely,

Digitally signed by Karel Detterman  
DN: cn=Karel Detterman, o, ou,  
email=karel.detterman@acgov.org, c=US  
Date: 2015.02.23 11:11:38 -08'00'

Karel Detterman, P.G.  
Hazardous Materials Specialist

Enclosures: Attachment A – Responsible Parties Data Sheet  
Attachment 1 – Responsible Party (ies) Legal Requirements / Obligations  
ACEH Cleanup Oversight Programs Electronic Report upload (ftp) Instructions

cc: Ed Firestone, 775 Guinda St., Palo Alto, CA 94301 (sent via electronic mail to: [efirestone@aol.com](mailto:efirestone@aol.com))  
Dilan Roe, ACEH (sent via electronic mail to: [dilan.roe@acgov.org](mailto:dilan.roe@acgov.org))  
Karel Detterman, ACEH (sent via electronic mail to: [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org))  
Cindy Davis, SWRCB, (sent via electronic mail to: [cindy.davis@waterboards.ca.gov](mailto:cindy.davis@waterboards.ca.gov))  
Case Electronic File, GeoTracker



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

February 23, 2015

**NOTICE OF RESPONSIBILITY**

<b>Site Name &amp; Address:</b>
<b>OLYMPIAN #112</b>
<b>1435 WEBSTER ST</b>
<b>Alameda, CA 94501</b>

<b>Local ID:</b>	<b>RO0000193</b>
<b>Related ID:</b>	<b>3568</b>
<b>RWQCB ID:</b>	<b>01-0832</b>
<b>Global ID:</b>	<b>T0600100766</b>

Responsible Party:

**OLYMPIAN OIL**  
**MR. FRED BERETTA C/O: MS. JANET HEIKEL**  
**1300 INDUSTRIAL RD, SUITE 2**  
**SAN CARLOS CA 94070**

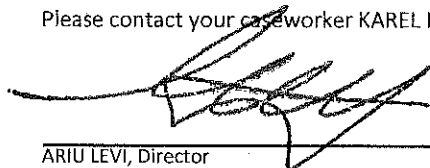
<b>Date First Reported:</b>	<b>9/21/1989</b>
<b>Substance:</b>	<b>8006619 Gasoline-Automotive (motor gasoline and additives), leaded &amp; unleaded</b> <b>12035 Waste Oil/Used Oil</b> <b>12034 Diesel fuel oil &amp; additives Nos. 1-D</b>
<b>Funding for Oversight:</b>	<b>LOPS - LOP State Fund</b>
<b>Multiple RPs?:</b>	<b>Yes</b>

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified OLYMPIAN OIL as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

  
Date: 2/24/15  
ARIU LEVI, Director  
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

February 23, 2015

**NOTICE OF RESPONSIBILITY**

<b>Site Name &amp; Address:</b>
<b>OLYMPIAN #112</b>
<b>1435 WEBSTER ST</b>
<b>Alameda, CA 94501</b>

<b>Local ID:</b>	<b>RO0000193</b>
<b>Related ID:</b>	<b>3568</b>
<b>RWQCB ID:</b>	<b>01-0832</b>
<b>Global ID:</b>	<b>T0600100766</b>

Responsible Party:

**GEOFFREY A. & SHIRLEY M. FARRAR ET AL. &  
GEOFFREY A. & SHIRLEY M. FARRAR TRUST &  
GEOFFREY A. FARRAR & GEORGE P. HARRISON  
TRUST**  
**PO BOX 1701**  
**CHICO CA 95927**


<b>Date First Reported:</b>	9/21/1989
<b>Substance:</b>	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded 12035 Waste Oil/Used Oil 12034 Diesel fuel oil & additives Nos. 1-D
<b>Funding for Oversight:</b>	LOPS - LOP State Fund
<b>Multiple RPs?:</b>	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified GEOFFREY A. & SHIRLEY M. FARRAR ET AL., & GEOFFREY A. & SHIRLEY M. FARRAR TRUST, & GEOFFREY A. FARRAR & GEORGE P. HARRISON TRUST as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

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Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

  
Date: 2/24/15  
ARIU LEVI, Director  
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File



AGENCY  
ALEX BRISCOE, Agency Director

Certified Mail #:  
February 23, 2015

**NOTICE OF RESPONSIBILITY**

Site Name & Address:  
**OLYMPIAN #112**  
**1435 WEBSTER ST**  
**Alameda, CA 94501**

**Local ID: R00000193**  
**Related ID: 3568**  
**RWQCB ID: 01-0832**  
**Global ID: T0600100766**

Responsible Party:  
**JOHN E. FARRAR TRUST &  
CHARLES A. BEGLEY &  
DOROTHY A. CRANE**  
**260 MICHELLE COURT**  
**SOUTH SAN FRANCISCO CA 94080**

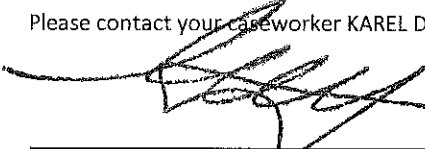
**Date First Reported: 9/21/1989**  
**Substance: 8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded**  
**12035 Waste Oil/Used Oil**  
**12034 Diesel fuel oil & additives Nos. 1-D**  
**Funding for Oversight: LOPS - LOP State Fund**  
**Multiple RPs?: Yes**

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified JOHN E. FARRAR TRUST, & CHARLES A. BEGLEY, & DOROTHY A. CRANE as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

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Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

  
Date: 2/24/15  
ARIU LEVI, Director  
Contract Project Director

Action: Update  
Reason: ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #: 7009 2820 0001 4359 8358

February 23, 2015

**NOTICE OF RESPONSIBILITY**

<p><u>Site Name &amp; Address:</u>  <b>OLYMPIAN #112</b>  <b>1435 WEBSTER ST</b>  <b>Alameda, CA 94501</b></p>
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Local ID:	RO0000193
Related ID:	3568
RWQCB ID:	01-0832
Global ID:	T0600100766

Responsible Party:

**DANNAN DEVELOPMENT LLC &  
ANDREW & RUTH GOLDBERG TRUST ET AL.**  
**1190 PINE FLAT ROAD**  
**SANTA CRUZ CA 95060**

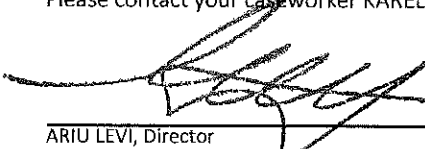
Date First Reported:	9/21/1989
Substance:	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded 12035 Waste Oil/Used Oil 12034 Diesel fuel oil & additives Nos. 1-D
Funding for Oversight:	LOPS - LOP State Fund
Multiple RPs?:	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified DANNAN DEVELOPMENT LLC & ANDREW & RUTH GOLDBERG TRUST ET AL. as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

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Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

  
Date: 2/24/15  
ARIU LEVI, Director  
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File

ALAMEDA COUNTY ENVIRONMENTAL HEALTH  
LUFT LOCAL OVERSIGHT PROGRAM

ATTACHMENT A - RESPONSIBLE PARTIES DATA SHEET

February 23, 2015

<b>Site Name &amp; Address:</b> <b>OLYMPIAN #112</b> <b>1435 WEBSTER ST</b> <b>Alameda, CA 94501</b>	<b>Local ID:</b> RO0000193 <b>Related ID:</b> 3568 <b>RWQCB ID:</b> 01-0832 <b>Global ID:</b> T0600100766
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**All Responsible Parties**

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**RP has been named a Primary RP - OLYMPIAN OIL**  
**MR. FRED BERTETTA C/O: MS. JANET HEIKEL**  
1300 INDUSTRIAL RD, SUITE 2 | SAN CARLOS, CA 94070 | Phone (650) 596-8950

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**RP has been named a Primary RP - GEOFFREY A. & SHIRLEY M. FARRAR ET AL., GEOFFREY A. & SHIRLEY M. FARRAR TRUST, & GEOFFREY A. FARRAR & GEORGE P. HARRISON TRUST**  
PO BOX 1701 | CHICO, CA 95927 | Phone (916) 894-4543

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**RP has been named a Primary RP - JOHN E. FARRAR TRUST, CHARLES A. BEGLEY, & DOROTHY A. CRANE**  
260 MICHELLE COURT | SOUTH SAN FRANCISCO, CA 94080 | No Phone Number Listed

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**RP has been named a Primary RP - DANNAN DEVELOPMENT LLC**  
**ANDREW & RUTH GOLDBERG TRUST ET AL.**  
1190 PINE FLAT ROAD | SANTA CRUZ, CA 95060 | No Phone Number Listed

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**Responsible Party Identification Background**

Alameda County Environmental Health (ACEH) names a "Responsible Party," as defined under 23 C.C.R Sec. 2720. Section 2720 defines a responsible party 4 ways. An RP can be:

1. "Any person who owns or operates an underground storage tank used for the storage of any hazardous substance."
2. "In the case of any underground storage tank no longer in use, any person who owned or operated the underground storage tank immediately before the discontinuation of its use."
3. "Any owner of property where an unauthorized release of a hazardous substance from an underground storage tank has occurred."
4. "Any person who had or has control over an underground storage tank at the time of or following an unauthorized release of a hazardous substance."

## ATTACHMENT A - RESPONSIBLE PARTIES DATA SHEET (Continued)

February 23, 2015

### Responsible Party Identification

#### Existence of Unauthorized Release

In September 1989 soil sampling was conducted following the removal of two 10,000-gallon gasoline underground storage tanks (USTs), one 7,500-gallon diesel UST, and one 500-gallon waste oil UST from the site. Concentrations up to 110 milligrams per kilogram (mg/kg) total petroleum hydrocarbons as gasoline (TPHg), 200 mg/kg TPH as diesel (TPHd), and 650 mg/kg oil and grease were detected in soil samples taken during the UST removal. These data indicate that an unauthorized release from the USTs had occurred at the site.

#### Responsible Party Identification

Ownership of the property was maintained by the individual, trustee, or the trust of John E. Farrar, Charles A. Begley, and Dorothy A. Crane between January 14, 1970 and February 6, 1998. The individual, trustee, or the trust of John E. Farrar, Charles A. Begley, and Dorothy A. Crane are responsible parties because they owned the property where an unauthorized release of a hazardous substance from an underground storage tank has occurred (Definition 3).

The individual, trustee, or the trust of John E. Farrar, Charles A. Begley, and Dorothy A. Crane leased the site to Olympian Oil, who subleased the site to Car Savers of Northern California on November 1, 1984, who in turn assigned its sublease to Jiffy Lube International until November 1986. Olympian Oil is named as a responsible party because it had control over an underground storage tank at the time of or following an unauthorized release of a hazardous substance (Definition 4).

Ownership of the property was maintained by the individual, trustee, or the trust of Geoffrey A. Farrar, George P. Harrison Trust & Shirley M. Farrar et al between February 6, 1998 and July 24, 2014. The individual, trustee, or the trust of Geoffrey A. Farrar, George P. Harrison Trust & Shirley M. Farrar et al are Responsible Parties because they owned the property where an unauthorized release of a hazardous substance from an underground storage tank has occurred (Definition 3).

The Dannan Development LLC & Andrew & Ruth Goldberg Trust purchased or acquired the property on July 24, 2014. The Dannan Development LLC & Andrew & Ruth Goldberg Trust are Responsible Parties because they own property where an unauthorized release of a hazardous substance from an underground storage tank has occurred (Definition 3).

## Attachment 1

### 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.waterboards.ca.gov/water\\_issues/programs/ust/electronic\\_submittal/](http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/)).

#### 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.



<b>Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC)</b>	<b>REVISION DATE:</b> May 15, 2014
	<b>ISSUE DATE:</b> July 5, 2005
	<b>PREVIOUS REVISIONS:</b> October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010, July 25, 2010
<b>SECTION:</b> Miscellaneous Administrative Topics & Procedures	<b>SUBJECT:</b> 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 [deh.loptoxic@acgov.org](mailto:deh.loptoxic@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 as they are NOT being supported at this time.
  - 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 [deh.loptoxic@acgov.org](mailto:deh.loptoxic@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.