



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

October 29, 2010

Charles Carmel (*Sent via E-mail to: charles.carmel@bp.com*)
 Atlantic Richfield Corporation
 P.O. Box 1257
 San Ramon, CA 94583

Subject: Public Notification for Proposed Case Closure of Fuel Leak Case No. RO0000255 and GeoTracker Global ID T0600100085, ARCO #00608, 17601 Hesperian Boulevard, San Lorenzo, CA 94580

Dear Mr. Carmel:

Pursuant to California Code of Regulations, Title 23, Division 3, Chapter 16, §2728, ACEH requires notification to the public of the proposed case closure action for the site. To that end, ACEH has sent out the enclosed public participation fact sheet, which describes the site and previous investigation activities that were conducted, to the property addresses listed below that once utilized a domestic well and is either currently destroyed, not in use, or did not detect hydrocarbon contamination above the analytical detection limit.

Well Destroyed	Pump not functional, Well not in use	Non-detect Contaminant Concentrations
590 Hacienda Avenue	634 Hacienda Avenue	642 Hacienda Avenue
633 Hacienda Avenue	17302 Via Magdalena*	17372 Via Magdalena
675 Hacienda Avenue	17348 Via Encinas*	
17197 Via Magdalena		
17200 Via Magdalena		
17203 Via Magdalena		
17349 Via Magdalena		
17371 Via Magdalena		
17393 Via Magdalena		

*Non-detect contaminant concentrations in groundwater samples

You are required to send the fact sheet (enclosed) to the remaining addresses listed on the enclosed List of Public Participants. Please send us your personal certification that the fact sheet has been mailed to addresses listed in the enclosed List of Recipients.

Public comments on the proposed case closure will be accepted for a period of thirty days beginning Friday, October 29, 2010 through Monday, November 29, 2010. Following the public comment period, the comments received, will be reviewed and considered prior to issuance of the Remedial Action Completion Certificate.

TECHNICAL REPORT REQUEST

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

- **November 8, 2010** – Personal Certification verifying Fact Sheet Mailing
- **November 30, 2010** – End of 30-day Public Participation Fact Sheet

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: Public Participation Fact Sheet
List of Recipients
Responsible Party(ies) Legal Requirements/Obligations
ACEH Electronic Report Upload (ftp) Instructions

cc: Tom Venus, Broadbent & Associates, Inc., 1324 Mangrove Avenue, Suite 212, Chico,
CA 95926 (Address labels enclosed)
Donna Drogos, ACEH
Paresh Khatri, ACEH
GeoTracker
File



FACT SHEET ON ENVIRONMENTAL ASSESSMENT
ARCO #00608

17601 Hesperian Boulevard, San Lorenzo, CA 94580
Fuel Leak Case No. RO0000255 and
GeoTracker Global ID T0600100085

ENVIRONMENTAL HEALTH DEPARTMENT
ENVIRONMENTAL PROTECTION
1131 Harbor Bay Parkway, Suite 250
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Site Remediation Summary

This fact sheet has been prepared to inform community members and other interested stakeholders regarding the status of the soil and groundwater cleanup at the ARCO Station located at 17601 Hesperian Boulevard in San Lorenzo, California. Atlantic Richfield Corporation (ARCO) is the lead responsible party for the case and their environmental consultant is Broadbent & Associates, Inc. The exact source of contamination is not known, but it is suspected that one of the underground storage tanks (USTs) leaked since the UST failed a tank tightness test.

Site Background

The site is an active ARCO-branded service station located on the southwest corner of Hesperian Boulevard and Hacienda Avenue in San Lorenzo, California. The site is located in a mixed commercial/residential area.

The service station consists of a station building and six dispenser islands with a concrete slab and two canopies. In October 1985, exploratory borings were installed at the site to determine whether any contamination exists. Petroleum hydrocarbons were detected in soil and groundwater samples collected at the site. In October 1987, the regular unleaded UST failed a Petro-Tite hydrostatic test. The same UST failed a re-test in November 1987. In June 1988, the four USTs were removed and replaced. Soil and groundwater samples were collected at the site and petroleum contamination was discovered.

Site Investigations & Remedial Actions

The Alameda County Environmental Health (ACEH), the local regulatory agency, oversees investigation and cleanup activities at the site. From 1990 to 2008, soil and groundwater investigations were completed at the site and surrounding area. These investigations characterized the hydrogeology, subsurface conditions, and the nature, extent, and fate of the petroleum contamination.

Groundwater occurs at a depth of approximately 10 feet below the ground surface with a groundwater gradient towards the west.

Contaminated soil has caused groundwater contamination. The hydrocarbon contaminant plume at one time extended over two blocks to the west and had contaminated several shallow backyard water wells. As a result, several contaminated backyard wells were destroyed. Currently,

the remaining backyard wells are either not in use or petroleum hydrocarbon concentrations are below detection limits. Current available data indicates that the groundwater contaminant plume is not migrating and groundwater concentrations are generally decreasing with time. Natural attenuation mechanisms, primarily biodegradation, will eventually decrease contaminant concentrations to below laboratory detection limits and it is anticipated that the contamination will eventually abate entirely.

The primary chemicals of concern are total petroleum hydrocarbons as gasoline (TPH-gasoline), benzene and MTBE. In soil, TPH-g, MTBE and benzene have been previously measured at concentrations above the Regional Water Quality Control Board's (RWQCB) applicable environmental screening levels (ESLs). In groundwater, TPH-gasoline, benzene, and MTBE have been measured at concentrations below their environmental screening levels for drinking water. As mentioned above, the previously contaminated backyard wells have either been destroyed, are no longer in use, or contamination is no longer detected in the well. Therefore, risk of ingesting contaminated groundwater has been mitigated. The other exposure route for contamination, which may affect human health, is potential contaminant volatilization to indoor air exposure. The potential for such exposures are unlikely since a residential structure is not located above the contamination and groundwater contaminant concentrations are below ESLs.

Remedial actions completed at the site consists of replacing the USTs in 1987, operating a groundwater extraction system from 1991 through 1995, replacing the product dispensers, including excavating approximately 200 cubic yards of contaminated soil in 2001, and destroying several backyard wells that were potentially contaminated. Periodic groundwater sampling from 1988 to 2008 was conducted at the site.

Next Step

ARCO has been working with Alameda County Environmental Health (ACEH) to investigate and cleanup the site. No further soil and groundwater investigations or remediation is planned for the site. The source of contamination, the failed UST, has been removed. The site has been adequately characterized and the groundwater contaminant plumes are either stable or decreasing with time. The site data have demonstrated that, with time, contaminant concentrations will likely abate entirely.

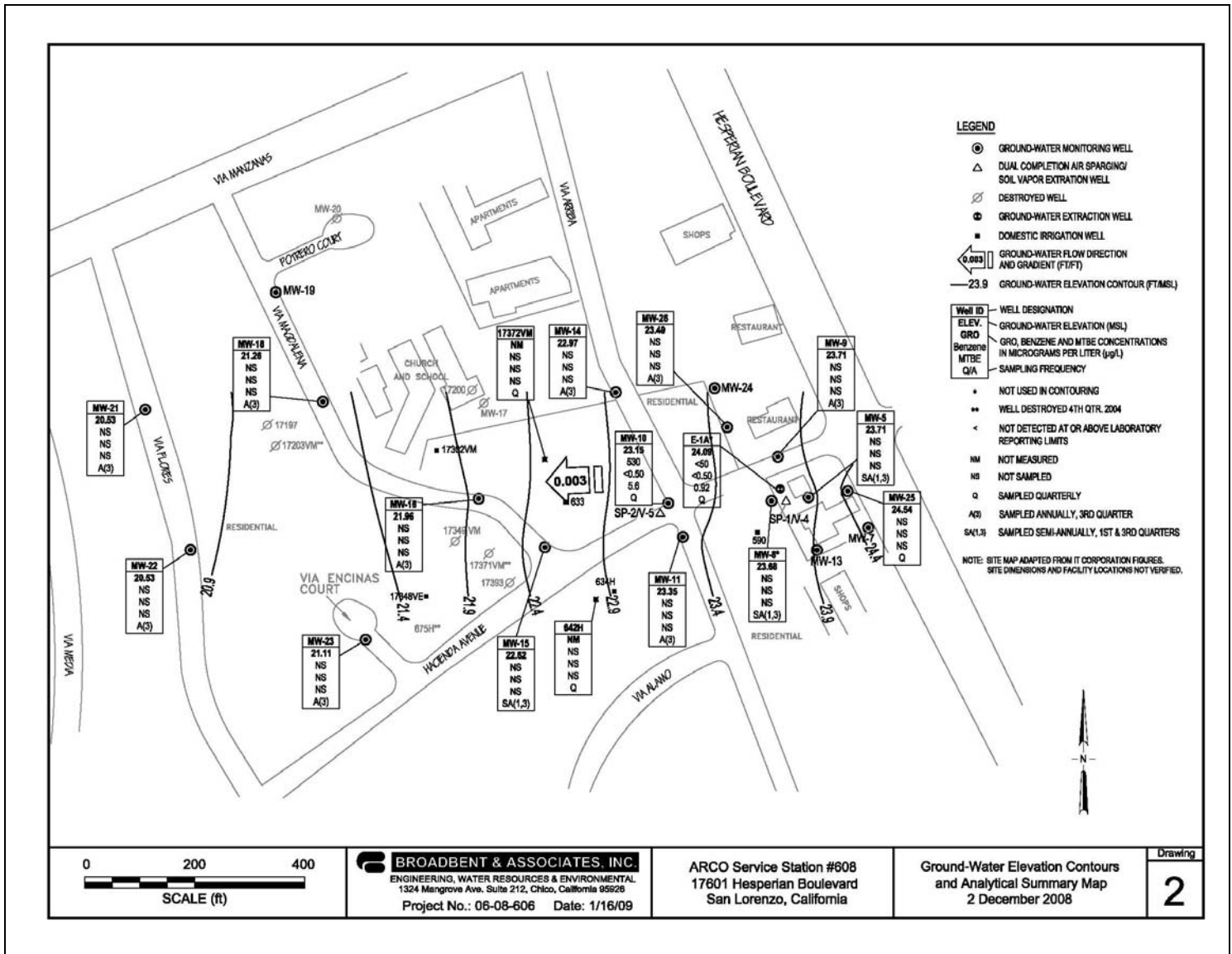
FACT SHEET ON ENVIRONMENTAL ASSESSMENT

ARCO #00608

17601 Hesperian Boulevard, San Leandro, CA 94580

Fuel Leak Case No. RO000255 and GeoTracker Global ID T0600100085

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The site is proposed for case closure. All the site investigation activities are described in reports prepared by several environmental consultants including Broadbent & Associates, Inc. on behalf of ARCO. The public is invited to review and comment on the proposed closure of this case. The case file is available on ACEH's website (<http://www.acgov.org/aceh/lop/ust.htm>) or the State Water Resources Control Board's GeoTracker website (<http://www.geotracker.waterboards.ca.gov/>). The case file

is also available for review on-line at the ACEH located at 1131 Harbor Bay Parkway in Alameda, California. Please send a fax to 510-337-9335 to request a date and time to review the case file. Please send written comments regarding the proposed action to Paresh Khatri at the address below. All written comments received by **November 29, 2010** will be forwarded to the Responsible Party and will be considered and responded to prior to a final determination on the proposed case closure.

For Additional information, please contact:

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

Thomas Venus
 Broadbent & Associates, Inc.
 1324 Mangrove Avenue, Suite 212
 Chico, CA 95926
 Phone: 530-566-1400
 E-mail: tvenus@broadbentinc.com

List of Recipients
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October 29, 2010

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ASSANTE E J TR
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ALBERTO CECILIO A & AGUIRREALBERTO SYLVIA
17033 VIA MEDIA
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ANDRADE JOHN
1409 MARYNELL DR
CERES CA 95307

BAICAM LLC
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BANUELOS ALFREDO & PAZ L
17024 VIA PASATIEMPO
SAN LORENZO CA 94580

AQUINO ANNA B & ALFREDO
17335 VIA ENCINAS
SAN LORENZO CA 94580

BARAAN RESTITUTO D & ZENAIDA G TRS
2399 BELVEDERE AVE
SAN LEANDRO CA 94577

AREVALO TRINIDAD
17634 VIA ROSAS
SAN LORENZO CA 94580

BENZ WALTER W JR & LINDA L
17326 VIA MAGDALENA
SAN LORENZO CA 94580

AREVELO TRINIDAD
17667 VIA ROSAS
SAN LORENZO CA 94580

BOHANNON DAVID D ORGANIZATION
60 HILLSDALE MALL
SAN MATEO CA 94403

ARMAS ELAINE
17202 VIA FLORES
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BOHANNON DAVID D ORGANIZATION
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SAN MATEO CA 94403

List of Recipients
RO0000255
October 29, 2010

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BRANSCUM DONNA M TR
17339 VIA FLORES
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CALVARY EVANGELICAL LUTHERAN CHURCH
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List of Recipients
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October 29, 2010

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List of Recipients
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October 29, 2010

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17059 VIA MEDIA
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GOODWIN MICHAEL & RACHEL
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GORDIN VALERIY & GORDINA FAINA
17197 VIA MAGDALENA
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17055 VIA MEDIA
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17301 VIA MAGDALENA
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NOBRE ARTHUR P & IRENE S TRS
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PADILLA REFUGIO & YOLANDA
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PAPILLON VERLYN L & CYNTHIA A
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PEREZ ADAM D & CATHRYN D
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PIMENTAL JOSEPH TR
17372 VIA MAGDALENA
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PRYOR WILLIAM A & MARLYN K
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REIS JOHN L SR & CAROL M TRS
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List of Recipients
RO0000255
October 29, 2010

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RESIDENT
17132 VIA MEDIA
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RESIDENT
17124 VIA MEDIA
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RESIDENT
17205 VIA FLORES
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RESIDENT
17351 VIA FLORES
SAN LORENZO CA 94580

RESIDENT
751 HACIENDA AVE
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RESIDENT
17259 VIA FLORES
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RESIDENT
17277 VIA FLORES
SAN LORENZO CA 94580

RESIDENT
17052 VIA MEDIA
SAN LORENZO CA 94580

RESIDENT
17076 VIA MEDIA
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RESIDENT
17153 VIA MAGDALENA
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RESIDENT
745 HACIENDA AVE
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RESIDENT
17364 VIA FLORES
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RESIDENT
17051 VIA MAGDALENA
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RESIDENT
17249 VIA MAGDALENA
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RESIDENT
17295 VIA MAGDALENA
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RESIDENT
17347 VIA ENCINAS
SAN LORENZO CA 94580

RESIDENT
17292 VIA FLORES
SAN LORENZO CA 94580

RESIDENT
17274 VIA FLORES
SAN LORENZO CA 94580

RESIDENT
17350 VIA MAGDALENA
SAN LORENZO CA 94580

RESIDENT
640 VIA POTRERO
SAN LORENZO CA 94580

List of Recipients
RO0000255
October 29, 2010

RESIDENT
16215 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
17296 VIA MAGDALENA
SAN LORENZO CA 94580

RESIDENT
660 VIA POTRERO
SAN LORENZO CA 94580

RESIDENT
575 QUIGLEY RD
SAN LORENZO CA 94580

RESIDENT
17259 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17555 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
567 HACIENDA AVE
SAN LORENZO CA 94580

RESIDENT
17383 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17498 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
17155 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17389 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17435 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17555 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17833 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17620 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
17601 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17601 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17945 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17611 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17561 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
633 VIA ALAMO
SAN LORENZO CA 94580

RESIDENT
651 VIA ALAMO
SAN LORENZO CA 94580

List of Recipients
RO0000255
October 29, 2010

RESIDENT
645 VIA ALAMO
SAN LORENZO CA 94580

RESIDENT
722 HACIENDA AVE
SAN LORENZO CA 94580

RESIDENT
714 HACIENDA AVE
SAN LORENZO CA 94580

RESIDENT
616 VIA ALAMO
SAN LORENZO CA 94580

RESIDENT
17661 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
17731 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
17328 VIA FLORES
SAN LORENZO CA 94580

RESIDENT
17352 VIA FLORES
SAN LORENZO CA 94580

RESIDENT
705 HACIENDA AVE
SAN LORENZO CA 94580

RESIDENT
17259 HESPERIAN BLVD
SAN LORENZO CA 94580

RESIDENT
17660 VIA ARRIBA
SAN LORENZO CA 94580

RESIDENT
17560 VIA ARRIBA
SAN LORENZO CA 94580

REYES ADELAIDA V TR
17291 VIA FLORES
SAN LORENZO CA 94580

RICHARDS WILLIAM F 2ND & BERTINA M
17064 VIA MEDIA
SAN LORENZO CA 94580
RIVERA ROSA
656 VIA ALAMO
SAN LORENZO CA 94580

ROBERTS BARRY B & MARCELLA K TRS
675 HACIENDA AVE
SAN LORENZO CA 94580

ROBIE CLAUDIA K
17641 VIA ARRIBA
SAN LORENZO CA 94580

ROBINSON KATHLEEN T TR & KENNETH K TR
706 HACIENDA AVE
SAN LORENZO CA 94580

RODRIGUES ELIZABETH A TR
680 VIA ALAMO
SAN LORENZO CA 94580

RODRIGUES JOHN C
17603 VIA ROSAS
SAN LORENZO CA 94580

ROGERS AMELITA M
2444 COLUMBINE CT
HAYWARD CA 94545

RUVALCABA SANTIAGO D
17375 VIA FLORES
SAN LORENZO CA 94580

List of Recipients
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SAVAGE SALDINA A & SALDINA A
17116 VIA MEDIA
SAN LORENZO CA 94580

SOUZA VALERIE L TR & THOMAS CHRISTINE
15827 VIA PINALE
SAN LORENZO CA 94580

SCHMID CORNELIA A TR
730 HACIENDA AVE
SAN LORENZO CA 94580

SOVEREIGN SQUARE APTS L P
22320 FOOTHILL BLVD #410
HAYWARD CA 94541

SCHROEDER BERNICE M TR & RICHARD A
836 VIA POUFRE
SAN LORENZO CA 94580

STEIN GERALD L & YVONNE D
17081 VIA MEDIA
SAN LORENZO CA 94580

SEGURA JESSE & ELEUTERIA
17499 VIA ARRIBA
SAN LORENZO CA 94580

STROM KEVIN & CYNTHIA
670 VIA POTRERO
SAN LORENZO CA 94580

SEIDLER SALLY & URANGA CHRISTINA A TRS
36469 BUCKEYE ST
NEWARK CA 94560

SULLIVAN JOHN J & MARY E TRS
1255 ST. CHARLES ST
ALAMEDA CA 94501

SHAIEB LOUIS A & MARY T TRS
621 HACIENDA AVE
SAN LORENZO CA 94580

SULLIVAN JOHN J & MARY T TRS
17760 SWEETBRIAR PL
CASTRO VALLEY CA 94546

SHRADER TED L & IONE W TRS
17025 VIA MEDIA
SAN LORENZO CA 94580

SULLIVAN JOHN J & MARY T TRS
17760 SWEETBRIAR PL
CASTRO VALLEY CA 94546

SIEGFRIED JEFF K & CASSANDRA L
590 HACIENDA AVE
SAN LORENZO CA 94580

SULLIVAN PATRICK N
2328 BENTLEY CT
CASTRO VALLEY CA 94546

SINNOTT ANGIE C TR
731 VIA AIRES
SAN LORENZO CA 94580

SZETO JOSEPH N & DIANA C
17223 VIA FLORES
SAN LORENZO CA 94580

SMITH DAVID R
363 DOLPHIN ISLE
FOSTER CITY CA 94404

TAM SIUKONG & YIM W
207 ROLPH ST
SAN FRANCISCO CA 94112

SOU MARILYN & HOANG PHILIP A
672 VIA ALAMO
SAN LORENZO CA 94580

TAM WAI S & CHUNG PIK M
17680 VIA ARRIBA
SAN LORENZO CA 94580

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TANGUMA ELIZABETE
17041 VIA MEDIA
SAN LORENZO CA 94580

WEBSTER ROBERT L TR
SIXTY 31ST AVE
SAN MATEO CA 94403

TEIXEIRA NANCY L TR
662 HACIENDA AVE
SAN LORENZO CA 94580

WEBSTER ROBERT L TR
SIXTY 31ST AVE
SAN MATEO CA 94403

TRAN TONGA
659 VIA ALAMO
SAN LORENZO CA 94580

WEBSTER ROBERT L TR
SIXTY 31ST AVE
SAN MATEO CA 94403

TRIBUZIO ROSALINDA D & LAWRENCE V
17127 VIA MAGDALENA
SAN LORENZO CA 94580

WEBSTER ROBERT L TR
SIXTY 31ST AVE
SAN MATEO CA 94403

TROTH ELLEN S & STEVEN T TRS
18743 CARLTON AVE
CASTRO VALLEY CA 94546

WEBSTER ROBERT L TR
SIXTY 31ST AVE
SAN MATEO CA 94403

VANNUCCI SUZANNE E & JOSEPH W
19514 SAN MIGUEL AVE
CASTRO VALLEY CA 94546

WHALEY JAMES J TR
17393 VIA MAGDALENA
SAN LORENZO CA 94580

VP INVESTMENTS LLC
1218 VIA NUBE
SAN LORENZO CA 94580

WHITE ERNEST & LEORA
622 HACIENDA AVE
SAN LORENZO CA 94580

WALKER CHRISTOPHER B TR
17238 VIA FLORES
SAN LORENZO CA 94580

WHITFIELD CLIFFORD W & MARY M
739 HACIENDA AVE
SAN LORENZO CA 94580

WALKER DARYL L & HELEN
17175 VIA MAGDALENA
SAN LORENZO CA 94580

WILSON SUSAN A
741 VIA AIRES
SAN LORENZO CA 94580

WARMERDAM MARION L TR
17336 VIA ENCINAS
SAN LORENZO CA 94580

WONG JORGE & LUCY TRS
5028 BEACON HILL DR
CASTRO VALLEY CA 94552

WEATHERHEAD JAMES
642 HACIENDA AVE
SAN LORENZO CA 94580

WONG WINSTON C & WINIFRED S TRS
1925 BRYANT ST
PALO ALTO CA 94301

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WRIGHT ERNEST I & JANE C
721 VIA AIRES
SAN LORENZO CA 94580

YTURRALDE AVELINO M & OLIVIA T
17241 VIA FLORES
SAN LORENZO CA 94580

WRIGHT ERNEST I & JANE C
721 VIA AIRES
SAN LORENZO CA 94580

ZHAO ERIC C & JASMIN Y
1901 PARU ST
ALAMEDA CA 94501

Responsible Party(ies) Legal Requirements/Obligations

REPORT REQUESTS

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

ELECTRONIC SUBMITTAL OF REPORTS

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

PERJURY STATEMENT

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

PROFESSIONAL CERTIFICATION & CONCLUSIONS/RECOMMENDATIONS

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

UNDERGROUND STORAGE TANK CLEANUP FUND

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

AGENCY OVERSIGHT

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

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

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

REQUIREMENTS

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

Submission Instructions

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