

ALAMEDA COUNTY
HEALTH CARE SERVICES
AGENCY
ALEX BRISCOE, Director



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

August 17, 2011

Mr. Balaji Angle
B&C Gas Mini Mart
35584 Conovan Lane
Fremont, CA 94536

Mr. John Rutherford
Desert Petroleum
3781 Telegraph Road
Ventura, CA 93003-3420

Subject: Review of Proposed Corrective Action Plan Addendum for Fuel Leak Case No. RO0000278 and GeoTracker Global ID T0600100930, Desert Petroleum #795, 2008 First Street, Livermore, CA 94550

Dear Mr. Angle and Mr. Rutherford:

Alameda County Environmental Health (ACEH) staff has reviewed the fuel leak case file for the above-referenced site including the most recent document entitled, "Corrective Action Plan Addendum for Monitoring and Reporting of Ozone Sparging, Valley Gas (B&C Minimart), 2008 1st Street, Livermore, California (APN 097-0001-24-01)." This Corrective Action Plan (CAP) Addendum, which was prepared on your behalf by Golder Associates, provides a description of the systems operation and monitoring during future operation of the ozone sparging system.

The proposed scope of work to implement ozone sparging is acceptable for public comment at this time. Therefore, we request that you update and revise the Draft Fact Sheet submitted on February 24, 2011 (attached) in accordance with the comments below. Following the revisions, we request that you distribute the Fact Sheet to the attached mailing list for nearby property owners and residents and the persons on the cc list at the end of this correspondence. Duplicate addresses on the list may be deleted. Please also distribute the mailing list to any other individuals, organizations, or government agencies known to have an interest in this case. Following distribution of the Fact Sheet, please provide a list of interested individuals, organizations, or government agencies not on the mailing list to which the Fact Sheet was distributed along with verification that the Fact Sheet was distributed by U.S. Mail no later than September 2, 2011.

At the end of the 30-day public comment period, ACEH may request that you address the public comments received. If no public comments are received, ACEH may approve implementation of operation of the ozone sparging system provided that technical comment 1 below is incorporated during implementation of ozone sparging. We request that you address the following comments, perform the requested work, and send us the reports described below.

TECHNICAL COMMENTS ON CAP ADDENDUM

1. **Vapor Monitoring.** We request that you monitor potential vapor migration using monitoring wells MW-2 and MW-6 and vapor extraction well SV-MW2 using a PID meter on the following schedule following system start up: 48 hours after startup, 7 days after startup, 14 days after startup, 28 days after startup, and quarterly thereafter.
2. **GeoTracker.** We note that the CAP Addendum was not submitted to the State Water Resources Control Board GeoTracker website. Please submit all technical reports to the ACEH ftp site and GeoTracker per the attached instructions.

COMMENTS ON DRAFT FACT SHEET

3. **Date of Fact Sheet.** Please include the date of issuance on the front page of the Draft Fact Sheet.
4. **Map.** Please be sure to include a location map (Figure 1) referenced in the Fact Sheet.
5. **Next Steps.** Please revise the Section heading on page 3 from "Next Steps," to "Summary." Below the "Summary," please insert the following paragraph under the heading, "Next Steps:"
"The responsible party is working with Alameda County Environmental Health (ACEH) to implement cleanup of the site. The proposed cleanup consisting of in-situ chemical oxidation is described in the documents entitled, "Corrective Action Plan," dated January 21, 2009 and "Corrective Action Plan Addendum," dated June 20, 2011. The public is invited to review and comment on the proposed cleanup action. The cleanup plan documents can be viewed over the Internet on the ACEH website (<http://www.acgov.org/aceh/lop/ust.htm>) or the State Water Board GeoTracker website (http://www.swrcb.ca.gov/ust/cleanup/electronic_reporting). Please send written comments to Jerry Wickham at the address below. Comments received within 30 days of the date of this Fact Sheet will be considered and responded to prior to a final determination on the proposed cleanup. If you have any questions or comments regarding the ongoing soil and groundwater cleanup at the site, please contact Jerry Wickham at the address below."

TECHNICAL REPORT REQUEST

Please submit technical reports to Alameda County Environmental Health (Attention: Jerry Wickham), according to the following schedule:

- **September 2, 2011** – Verification that Fact Sheet was distributed to the attached mailing list and persons on cc list at the end of this correspondence

Mr. Angle and Mr. Rutherford
RO0000278
August 17, 2011, Page 3

If you have any questions, please call me at (510) 567-6791 or send me an electronic mail message at jerry.wickham@acgov.org. Case files can be reviewed online at the following website: <http://www.acgov.org/aceh/index.htm>. . As your email address does not appear on the cover page of this notification ACEH is requesting you provide your email address so that we can correspond with you quickly and efficiently regarding your case.

Sincerely,

Jerry Wickham, California PG 3766, CEG 1177, and CHG 297
Senior Hazardous Materials Specialist

Attachments: Responsible Party(ies) Legal Requirements/Obligations

Enclosure: Draft Fact Sheet dated February 24, 2011
Mailing List for Fact Sheet
ACEH Electronic Report Upload (ftp) Instructions

cc: Danielle Stefani, Livermore Pleasanton Fire Department, 3560 Nevada St, Pleasanton, CA 94566 (Sent via E-mail to: dstefani@lpfire.org)

Cheryl Dizon (QIC 8021), Zone 7 Water Agency, 100 North Canyons Pkwy, Livermore, CA 94551 (Sent via E-mail to: cdizon@zone7water.com)

Eric Uranga, City of Livermore Economic Development, 1052 S. Livermore Ave., Livermore, CA 94550 (Sent via E-mail to: ejuranga@ci.livermore.ca.us) ejuranga@ci.livermore.ca.us

Kris Johnson, Golder Associates, 425 Lakeside Drive, Sunnyvale, CA 94085

Donna Drogos, ACEH (Sent via E-mail to: donna.drogos@acgov.org)

Jerry Wickham, ACEH (Sent via E-mail to: jerry.wickham@acgov.org)

GeoTracker, eFile

Alameda County

FEB 25 2011

Environmental Health



February 24, 2011

Project No. 053-7466-100

Mr. Balaji Angle
B&C Gas Mini Mart
35584 Conovan Lane
Fremont, CA 94563

RE: RESPONSE TO ALAMEDA COUNTY ENVIRONMENTAL HEALTH REQUEST FOR WORK PLAN FOR A SVE PILOT TEST AND DRAFT FACT SHEET FOR PUBLIC NOTIFICATION OF CORRECTIVE ACTION PLAN, FORMER DESERT PETROLEUM, B&C GAS MINI MART, 2008 FIRST STREET, LIVERMORE, CALIFORNIA (STATION ID RO 0000278)

Dear Mr. Angle:

This letter was prepared in response to the Alameda County Environmental Health (ACEH) request (by letter dated January 13, 2011) for a Work Plan for a soil vapor extraction (SVE) Pilot Test and Draft Fact Sheet for Public Notification of Corrective Action Plan for the former Desert Petroleum, B&C Gas Mini Mart, 2008 First Street, Livermore, California. This letter provides information that the use of SVE at the site is not a viable option at this time and transmits an updated Fact Sheet for the current site corrective action, ozone sparging.

In the *Corrective Action Plan, Valley Gas (Formerly B&C MiniMart) 2008 1st Street, Livermore, California*, dated January 21, 2009, Golder recommended the continued use of the ozone sparging system to treat the saturated zone in conjunction with a proposed SVE system to treat the unsaturated zone. The SVE recommendation was made at a time of low groundwater levels that resulted from multiple low rainfall years. However, the past two rainfall years have resulted in higher groundwater levels that have saturated the on-site source zone. The current depth to groundwater on site (measured February 16, 2011) is 30 to 33 feet, below ground surface (bgs), which is above the source zone (36 to 48 feet, bgs). Therefore, SVE is not a valid option, now that the source zone is below groundwater. If the groundwater levels drop in the future, then the SVE option will be re-evaluated. The ozone sparging system will be operated as the primary corrective action and source zone remediation.

A Draft Fact Sheet for Public Notification was prepared for the site in Fall 2006 as part of the City of Livermore downtown redevelopment. An updated version of the Draft Fact Sheet is attached to this letter.

Groundwater monitoring at the site was performed on February 17, 2011. A first quarter 2011 monitoring report will be prepared for submittal to ACEH by March 30, 2011. If you have any questions, please contact me at 408-220-9223.

Sincerely,

GOLDER ASSOCIATES INC.

A handwritten signature in black ink that reads "Kris H. Johnson".

Kris H. Johnson, C.E.G. 1763
Senior Engineering Geologist

Attachments: Draft Fact Sheet
c: Jerry Wickham, ACEH, 1131 Harbor Bay Parkway, Suite 250 Alameda, CA 94502-6577

Reply to ACEH 1-13-11 Letter

Golder Associates Inc.
425 Lakeside Drive
Sunnyvale, CA 94085 USA
Tel: (408) 220-9223 Fax: (408) 220-9224 www.golder.com



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DRAFT

FACT SHEET

Status of Environmental Investigation and Cleanup
B&C Gas Mini Mart, Former Desert Petroleum
2008 First Street
Livermore, California

Introduction

This fact sheet has been prepared to inform the community about soil and groundwater cleanup activities at the B&C Gas Mini Mart [Valley Gas] (site) located at 2008 1st Street, Livermore, California. It describes site background, past work to investigate and clean up site contamination, next steps, the County's oversight process for the site, and how you can obtain more information. Alameda County Environmental Health Services is the lead regulatory agency overseeing the investigation and clean-up activities.

Site Description

The site is located at 2008 First Street in downtown Livermore (Figure 1). The site is an active gasoline station and mini market and is currently operating under the name: Valley Gas. . From at least 1988 until 1994, Desert Petroleum (DP) owned and operated the site. In January 1994, DP sold the site to the current owner. Petroleum hydrocarbons released from underground storage tanks at the site have entered groundwater and moved northwest beneath adjacent properties. Mitigation measures are underway to reduce the potential risk to human health.

Site Investigations

The soil and groundwater beneath the site are impacted with petroleum hydrocarbons associated with leaking underground gasoline storage tanks. The releases occurred at the site over multiple years with documented releases in 1994 and 1995. At that time, groundwater levels were near historic lows of approximately 60 feet below ground surface. Groundwater rose approximately 30 to 35 feet over the next three to five years smearing the gasoline across the soil within this depth range (30 to 60 feet). The gasoline released from the site included the following components: benzene, toluene, ethylbenzene, and total xylenes (BTEX); and fuel additives such as methyl tert-butyl ether (MTBE), an oxygenate added to gasoline to reduce air pollution.

By the late 1990's, it was determined that the MTBE component of the dissolved gasoline plume had extended approximately 1,500 feet downgradient of the site. The BTEX components of the plume were generally limited to about 600 to 800 feet downgradient of the site. The difference in the extents of the plumes is expected due to the differences in water solubility and degradation rates between MTBE and the BTEX components. The primary location of the majority of the contamination was determined to be between approximately 30 to 45 feet below ground surface, below the current surface of the groundwater table, and was estimated to extend about 150 to 200 feet west of the site.

Investigations have been conducted on and off-site to assess the magnitude and extent of the gasoline and gasoline components released from the underground storage tanks at the site and to assess the potential risks posed to human health and the environment. Beginning with the initial assessment in September 1988, several soil borings, fifteen groundwater monitoring wells, and four multi-level groundwater monitoring wells have been installed. In 2006 a source zone investigation was performed that included the installation of 24 borings and two soil vapor monitoring wells. The information from the source zone investigation was used to identify the extent of the source zone, assess risks to human health from the intrusion of gasoline vapors, and evaluate remediation options.

Cleanup activities performed have included the removal of leaking underground storage tanks, hydraulic lifts, 725 cubic yards of contaminated soil, and the installation of a new double-walled underground fueling system with automated leak detection. Gasoline found floating on water in an onsite groundwater monitoring well was also removed.

DRAFT

The following summarizes important findings:

- The northwest extent of the dissolved contaminant plume is generally defined and shown not to have reached municipal water supply wells.
- At approximately 70 feet below ground surface a generally impervious layer of clay exists that protects the underlying drinking water aquifer from the gasoline and gasoline components released at the site.
- Concentrations of MTBE and BTEX have been declining throughout the plume since 1995. Declining concentrations appear to be due primarily to natural attenuation.
- The source zone area is estimated to be approximately 250 feet long, extending from the northwest portion of the site toward the northwest, beneath South L Street and the Groth Brothers showroom and property. The source zone is estimated to be approximately 80 to 120 feet wide and from 36 to 48 feet below ground surface.
- Soil vapor sampling results indicate that soil vapor at 5 feet below ground surface does not exceed state of California regulatory, health-based concentration thresholds, indicating that there is no current threat to human health.

Next Steps

Remedial measures are underway to mitigate the smeared gasoline and reduce dissolved groundwater concentrations in the source zone.

The current and proposed corrective action at the site is in-situ chemical oxidation (ISCO) with ozone to remove the smeared gasoline and reduce dissolved groundwater concentrations in the source zone. The term "in-situ" refers to the treatment of soil and groundwater in-place without soil excavation and/or groundwater pumping. Ozone is delivered to the subsurface through wells installed beneath the water table in the source zone (between 36 and 48 feet below ground surface). Ozone is a powerful oxidizer and breaks down gasoline and its components to harmless carbon dioxide and water. After the oxidizer is spent, natural processes usually return the groundwater to its previous state. Groundwater monitoring will be performed during the corrective action to assess impacts to groundwater quality as well as the performance of the remediation. Post-remediation groundwater monitoring will also be performed to confirm that groundwater quality returns to an acceptable state.

For Further Information:

If you have questions or comments about this case, you may contact the Alameda County Environmental Health Department project manager Jerry Wickham at (510) 567-6791 (E-mail jerry.wickham@acgov.org).

You may also access site information online at the State GeoTracker web site: <http://geotracker.waterboards.ca.gov/>. Under "Tools", click on "Advanced Search". Under "Case ID/Global ID", type T0600100930 and click on "Search".
Or the County web site: <http://ehgis.acgov.org/dehpublic/dehpublic.jsp>

ANGLE BALAJI & CHHAYA
Parcel #: 97-1-24-1
35584 CONOVAN LN
FREMONT CA 94536

BACHARACH PENNY C ETAL
Parcel #: 97-13-1
40 CARIBE ISLE
NOVATO CA 94949

BATES AUSTIN L &PATRICIA J
Parcel #: 97-13-10
1743 BUENA VISTA AVE
LIVERMORE CA 94550

BENNETT COLIN K JR &
Parcel #: 97-1-34
5722 MINES RD
LIVERMORE CA 94550

BIRELEY JERROD O & LEWIS
Parcel #: 97-1-30
449 ENCINO DR
LIVERMORE CA 94550

BIRELEY KATHLEEN A TR
Parcel #: 97-1-23
449 ENCINO DR
LIVERMORE CA 94550

BORDONI RANCH LLC &
Parcel #: 97-3-7-1
478 SEQUOIA WAY
LOS ALTOS CA 94024

BORDONI RANCH LLC &
Parcel #: 98-405-4
478 SEQUOIA WAY
LOS ALTOS CA 94024

CHIN RAYMOND & JOANNA
Parcel #: 97-1-28-1
81 NOVA DR
PIEDMONT CA 94610

CHIN RAYMOND & JOANNA
Parcel #: 97-1-18
81 NOVA DR
PIEDMONT CA 94610

CHIU GABRIEL H & LAI H TRS
Parcel #: 97-1-15
10898 INSPIRATION CIR
DUBLIN CA 94568

CITY LIVERMORE
Parcel #: 97-13-9
1052 S LIVERMORE AVE
LIVERMORE CA 94550

CITY OF LIVERMORE
Parcel #: 97-1-28-2
1052 S LIVERMORE AVE
LIVERMORE CA 94550

CITY OF LIVERMORE
Parcel #: 98-289-21
1052 S LIVERMORE AVE
LIVERMORE CA 94550

CITY OF LIVERMORE
Parcel #: 97-1-36
1052 S LIVERMORE AVE
LIVERMORE CA 94550

CITY OF LIVERMORE
Parcel #: 97-1-26-2
1052 S LIVERMORE AVE
LIVERMORE CA 94550

CORBETT RICHARD K &
Parcel #: 97-1-35
P.O. BOX 2299
LIVERMORE CA 94551

HENNE SIEGFRIED J & HELEN
Parcel #: 97-13-8
1626 OAK VIEW TER
BONITA CA 91902

HUDSON LYNNE A &
Parcel #: 97-1-20
1809 SPUMANTE PL
PLEASANTON CA 94566

JANES ETHEL A TR RESIDUAL
Parcel #: 97-13-7-3
7221 EVAN AVE
SEBASTOPOL CA 95472

JUE EAST BAY LLC
Parcel #: 97-1-13
613 ORION WAY
LIVERMORE CA 94550

LEWIS CHARLOTTE B & JOHN
Parcel #: 97-1-22
449 ENCINO DR
LIVERMORE CA 94550

LIVERMORE LODGE NO TWO
Parcel #: 97-1-14
PO BOX 988
LIVERMORE CA 94551

MAROON BEAR
Parcel #: 97-1-33
5955 CORONADO LN
PLEASANTON CA 94588

MILL SPRINGS PARK
Parcel #: 98-405-3
ONE LAGOON DR #300
REDWOOD CITY CA 94065

NGUYEN PHAM V &
Parcel #: 97-1-16
2265 JEFFREY ST
LIVERMORE CA 94550

PICHA STEPHEN L & GAYLE
Parcel #: 97-13-5
691 BUNKHOUSE CT
FERNLEY NV 89408

RABOLI CON F & MARLENE J
Parcel #: 97-13-2
3080 RIVERA DR
BURLINGAME CA 94010

RABOLI CON F & MARLENE J
Parcel #: 97-13-3
3080 RIVERA DR
BURLINGAME CA 94010

REDEVELOPMENT AGENCY
Parcel #: 97-1-26-1
1052 S LIVERMORE AVE
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-7-3
2029 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-2
2074 2ND ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-3
2046 2ND ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-3-7-1
1934 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-10
2059 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-9
2047 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-6-1
2017 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-5
174 S L ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-1
2083 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-13-8
2041 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-13
2190 1ST ST
LIVERMORE CA 94550

RESIDENT
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2184 1ST ST
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RESIDENT
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2136 1ST ST
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RESIDENT
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2118 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-17
2112 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-20
2080 1ST ST
LIVERMORE CA 94550

RESIDENT
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1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-30
2044 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-22
2038 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-23
2032 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-26-2
50 S L ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-26-1
90 S L ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-24-1
2008 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-28-1
1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-18
2086 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 98-405-3
1809 RAILROAD AVE
LIVERMORE CA 94550

RESIDENT
Parcel #: 98-405-4
RAILROAD AVE
LIVERMORE CA 94550

RESIDENT
Parcel #: 98-289-21
2121 RAILROAD AVE
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-33
43 S LIVERMORE AVE
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-34
2056 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-35
2062 1ST ST
LIVERMORE CA 94550

RESIDENT
Parcel #: 97-1-36
1ST ST
LIVERMORE CA 94550

SEPUT WALTER G & JEAN R
Parcel #: 97-13-6-1
300 MONTGOMERY ST #800
SAN FRANCISCO CA 94104

WITHERSPOON
Parcel #: 97-1-17
811 EL CAMINITO
LIVERMORE CA 94550

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/).

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 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 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.