

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

January 3, 2013

Janet Wager
BP Remediation Management
201 Helios Way, Sixth Floor
Houston, TX 77079
(Sent via E-mail to: Janet.Wager@bp.com)

Ed Ralston
Phillips 66
76 Broadway
Sacramento, CA 95818
(Sent via E-mail to: ed.ralston@conocophillips.com)

Hollis Phillips
ARCADIS, U.S., Inc
100 Montgomery, Suite 300
San Francisco, CA 94104
(Sent via E-mail to Hollis.Phillips@arcadis-us.com)

Raymond Yeung
1541 Park Street
Alameda, CA 94501-2933

Subject: Notice to Comply - Request for Monitoring Well Destruction, Public Notification, & Landowner Notification of Case Closure for Fuel Leak Case No. RO0000318 and GeoTracker Global ID T0600100207, BP #11266, 1541 Park Street, Alameda CA 94501

Dear Responsible Parties:

On July 31, 2012 Alameda County Environmental Health (ACEH) staff issued a letter requesting public notification and landowner notification of the proposed closure action for the subject site, and monitoring well destruction. This letter contained deadlines that have not been met; therefore your site is out of compliance with directives from this agency.

As directed in ACEH's letter dated July 31, 2012, public notification and landowner notification was to be conducted concurrently with the Regional Water Quality Control Board's (RWQCB) thirty (30) day review period of the case summary report proposing closure. Following the thirty day review period and if no comments opposing closure are received, the monitoring wells installed at the site must be properly destroyed, per California Water code, prior to issuance of a remedial action completion certificate.

The RWQCB comment period and public notification and landowner notification on the proposed closure action concluded on Tuesday, September 4, 2012. However, a review of the case files and the State Water Resources Control Board's (SWRCB's) GeoTracker database indicates personal certification that the fact sheet was mailed to addresses listed in the enclosed List of Recipients within the requisite time frame has not been provided. ACEH contacted Hollis Phillips on January 2, 2013, who confirmed that the public notification was conducted within the requisite timeframe. The active or primary responsible party is also required to forward to ACEH a complete mailing list of all record fee title holders to the site. Therefore, please submit the requisite certification of public notification and the enclosed Landowner Notification Form by the date specified below.

Additionally, a review of the case files and the SWRCB's GeoTracker database indicates your site is also out of compliance with the directives of this agency to destroy the site monitoring wells and submit a Monitoring Well Destruction Report by November 27, 2012. ACEH requests that you contact Alameda County Public Works Agency at (510) 567-6791, obtain the necessary permits, and destroy the wells.

In order to regain compliance, please destroy the monitoring wells and upload the requisite public notification certification, Landowner Notification Form, and Monitoring Well Destruction Report to ACEH's FTP site and to the SWRCB's GeoTracker website by the dates specified below. Upon receipt of the requested documents a remedial action completion certificate will be sent to the responsible party.

Failure to submit the documents may result in issuance of a Notice of Violation. Pursuant to Chapter 6.7, California Health and Safety Code, civil penalties up to \$10,000 for each UST for each day of violation may be imposed. Please note that civil penalties for non-compliance are assessed from the original due date (November 27, 2012).

NOTIFICATION OF FIELDWORK ACTIVITIES

Please schedule and complete the monitoring well destruction activities to allow sufficient lead time to submit the Monitoring Well Destruction Report by the date specified below. Additionally, please provide ACEH with at least three (3) business days notification prior to conducting the fieldwork.

TECHNICAL REPORT REQUEST

Please upload the requisite documentation and technical reports to ACEH's FTP server and to the SWRCB's GeoTracker website in accordance with the specified naming convention below.

- **January 18, 2013** – Public Participation Certification
File to be named: NOT_L_yyyy_mm_dd
- **January 18, 2013** – Landowners Notification Form
File to be named: LNDOWNR_F_yyyy_mm_dd
- **April 3, 2013** – Monitoring Well Destruction Report
File to be named: WELL_DCM_R_yyyy_mm_dd

Thank you for your cooperation. Should you have any questions or concerns regarding this correspondence or your case, please call me at (510) 567-6767 or send me an electronic mail message at dilan.roe@acgov.org.

Sincerely,



Dilan Roe, P.E.
Hazardous Materials Specialist

Enclosure: ACEH's July 31, 2012 Directive Letter
List of Landowners Form
Public Participation Fact Sheet
List of Public Participation Property Addresses
Responsible Party(ies) Legal Requirements/Obligations
ACEH Electronic Report Upload (ftp) Instructions

cc: Donna Drogos, ACEH (Sent via E-mail to: donna.drogos@acgov.org)
Dilan Roe, ACEH (Sent via E-mail to: dilan.roe@acgov.org)
GeoTracker
File



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

July 31, 2012

Shannon Couch (*Sent via E-mail to:*
shannon.couch@bp.com)
Atlantic Richfield Company
(A BP Affiliated Company)
P.O. Box 1257
San Ramon, CA 94583

Ed Ralston (*Sent via E-mail to:*
ed.ralston@conocophillips.com)
Phillips 66
76 Broadway
Sacramento, CA 95818

Raymond Yeung
1541 Park Street
Alameda, CA 94501-2933

Subject: Monitoring Well Destruction, Public Notification, & Landowner Notification of Case Closure for Fuel Leak Case No. RO0000318 and GeoTracker Global ID T0600100207, BP #11266, 1541 Park Street, Alameda, CA 94501

Dear Responsible Parties:

Final approval of a case closure for the underground storage tank investigation at the subject site is almost complete. A case summary report proposing closure has been forwarded to the Regional Water Quality Control Board (RWQCB) for their thirty (30) day review period. Concurrently, public notification and landowner notification of the proposed closure action will be conducted. The RWQCB comment period and public notification and landowner notification on the proposed closure action will all conclude on Tuesday, September 4, 2012. Following the thirty (30) day review period and if no comments opposing closure are received, the monitoring wells installed at the site must be properly destroyed, per California Water Code, prior to issuance of a remedial action completion certificate.

ACEH requests that you address the following technical comments, perform the proposed work, and send us the technical reports requested below. Upon receipt of the requested documents a remedial action completion certificate will be sent to the responsible party.

TECHNICAL COMMENTS

1. **Landowner Notification** – Pursuant to California Health & Safety Code Section 25297.15, the active or primary responsible party for a fuel leak case must inform all current property owners of the site of cleanup actions or requests for closure. Furthermore, ACEH may not consider any cleanup proposals or requests for case closure without assurance that this notification requirement has been met. Additionally, the active or primary responsible party is required to forward to ACEH a complete mailing list of all record fee title holders to the site. At this time, please complete and submit the enclosed List of Landowners Form by the date specified below.

2. **Public Notification** – Pursuant to California Code of Regulations, Title 23, Division 3, Chapter 16, §2728, ACEH requires notification to the public of the proposed case closure for the site. Therefore, you are required to notify potentially affected stakeholders who live or own property in the area surrounding of the proposed case closure, through the mailing of the enclosed fact sheet. To that end, ACEH has prepared the public participation fact sheet & mailing list (enclosed), which describes the site and previous investigation activities that were conducted to the property 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 action will be accepted for a period of thirty days beginning Thursday, August 2, 2012 through Tuesday, September 3, 2012. Following the public comment period, the comments received must be addressed and incorporated into a closure report submitted to ACEH for review.
3. **Monitoring Well Destruction** – ACEH is requesting that you contact Alameda County Public Works Agency at (510) 567-6791, obtain the necessary permits, destroy the wells, and electronically upload the monitoring well destruction report to ACEH's FTP server and the State Water Resources Control Board's GeoTracker website within ninety (90) days from the date of this letter (November 27, 2012). Electronic reporting is described in detail below.

NOTIFICATION OF FIELDWORK ACTIVITIES

Please schedule and complete the fieldwork activities by the date specified below and provide ACEH with at least three (3) business days notification prior to conducting the fieldwork.

TECHNICAL REPORT REQUEST

Please upload technical reports to ACEH's FTP site and to the State Water Resources Control Board's GeoTracker website in accordance with the specified naming convention below.

- **September 3, 2012** – End of 30-day Public Participation Period
- **November 27, 2012** – Monitoring Well Destruction Report
File to be named: WELL_DCM_R_yyyy_mm_dd

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,



Digitally signed by Paresh C. Khatri
DN: cn=Paresh C. Khatri, o=Alameda
County Environmental Health
Department, ou,
email=paresh.khatri@acgov.org, c=US
Date: 2012.07.31 09:29:34-07'00'

Paresh C. Khatri
Senior Hazardous Materials Specialist

Responsible Parties
RO0000318
July 31, 2012, Page 3

Enclosure: List of Landowners Form
Public Participation Fact Sheet
List of Public Participation Property Addresses
Responsible Party(ies) Legal Requirements/Obligations
ACEH Electronic Report Upload (ftp) Instructions

cc: Hollis Phillips, ARCADIS-US, Inc., 100 Montgomery Street, Suite 300, San Francisco, CA
94104 (Sent via E-mail to: Hollis.Phillips@arcadis-us.com)
Ben McKenna, ARCADIS-US, Inc., 2033 North Main Street, Suite 340, Walnut Creek, CA
94596 (Sent via E-mail to: Ben.McKenna@arcadis-us.com)
Donna Drogos, ACEH (Sent via E-mail to: donna.drogos@acgov.org)
Paresh Khatri, ACEH (Sent via E-mail to: paresh.khatri@acgov.org)
GeoTracker
File

LIST OF LANDOWNERS FORM

County of Alameda
Environmental Health Services
Environmental Protection
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577

CERTIFIED LIST OF RECORD FEE TITLE OWNERS FOR:

Site Name: BP #11266
Address: 1541 Park Street
City, State, Zip: Alameda, CA 94501
Record ID #: RO0000318

Please fill out item 1 if there are multiple site landowners (attach an extra sheet if necessary). If you are the sole site landowner, skip item 1 and fill out item 2.

1. In accordance with Section 25297.15(a) of Chapter 6.7 of the California Health & Safety Code, I, _____ (name of primary responsible party), certify that the following is a complete list of current record fee title owners and their mailing addresses for the above site:

Name: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____

Name: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____

Name: _____
Address: _____
City, State, Zip: _____
E-mail Address: _____

2. In accordance with Section 25297.15(a) of Chapter 6.7 of the California Health & Safety Code, I _____, certify that I am the sole landowner for the above site.

Sincerely,

Signature of Primary Responsible Party Printed Name Date E-mail Address



FACT SHEET ON ENVIRONMENTAL ASSESSMENT BP # 11266

1541 Park Street, Alameda, CA 94501
Fuel Leak Case No. RO0000318 and
GeoTracker Global ID T0600100207

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

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 BP #11266 located at 1541 Park Street, Alameda, CA 94501. BP is the lead responsible party for the case. Four underground storage tanks (USTs), the suspected source of petroleum hydrocarbon contamination at the site, were removed and replaced with two USTs in September 1987.

Site Background

The Site is located on the Southwest corner of the intersection of Lincoln Avenue and Park Street in Alameda, California. The station is currently an active 76-brand gasoline service station. Structures on the site include a service station building with three service bays and four pump islands with dispensers. The site is generally flat and surfaced in asphalt and concrete. Properties surrounding the site are primarily commercial and retail. The USTs on-site consist of one 12,000 gallon and two 10,000 gallon double walled fiberglass gasoline underground storage tanks (USTs). A 1,000 gallon double-walled fiberglass UST is used to store waste motor oil on-site.

Site Investigations

The Alameda County Environmental Health (ACEH), the local regulatory agency, oversees investigation and cleanup activities at the site. 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.

Subsurface investigations at the site began in February 1988, following the removal of USTs that were removed and replaced in 1987. Subsurface investigations, which included verification monitoring, were conducted through October 2010.

On September 15, 1987, Kaprealian Engineering, Inc (KEI) oversaw the removal and replacement of three gasoline USTs and one used oil UST at the Site. Two gasoline USTs (6,000- and 8,000-gallons) were single-walled fiberglass, while the third gasoline UST and used oil UST (5,000- and 250-gallons, respectively) were of steel construction.

Beginning February 1988, subsurface investigations consisting of exploratory soil borings and installation of groundwater monitoring wells, were performed at the site. On December 6,

1999, Paradiso Mechanical removed and replaced the product dispensers and the associated underground piping at the Site.

The primary chemicals of concern are total petroleum hydrocarbons as gasoline (TPH-gasoline), benzene and MTBE.

Contaminated soil has caused localized groundwater contamination. Groundwater contamination extends slightly deeper than soil contamination. Available data indicates that the groundwater 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 - the contamination will eventually abate.

Remedial actions completed at the site consisted of removing the underground tanks and the fuel dispensers from the site.

Next Step

BP has been working with ACEH to investigate and clean up the site. No further soil and groundwater investigations or remediation is planned for the site. The suspected source of contamination, the former tanks, contaminated soil and groundwater, 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.

The site is proposed for case closure. All the site investigation activities are described in reports prepared for BP. 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 **Tuesday, September 3, 2012** will be forwarded to the Responsible Party and will be considered and responded to prior to a final determination on the proposed case closure.

FACT SHEET ON ENVIRONMENTAL ASSESSMENT

BP # 11266

1541 Park Street, Alameda, CA 94501

Fuel Leak Case No. R00000318 and

GeoTracker Global ID T0600100207

Page 2 of 2



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

Hollis Phillips
ARCADIS
100 Montgomery Street, Suite 300, San Francisco, CA
San Francisco, CA, CA 94101
Phone: 415-432-6903
E-mail: hollis.phillips@arcadis-us.com

LIST OF FACT SHEET RECIPIENT

CITY OF ALAMEDA Parcel #: 71-202-4 2263 SANTA CLARA AVE ALAMEDA CA 94501	HIRSHBERG EDWARD TR Parcel #: 71-202-31-1 1151 HARBOR BAY PKWY #204 ALAMEDA CA 94502	MUSEO CHRISTOPHER J Parcel #: 71-202-29 3225 MUELLER RD SEBASTOPOL CA 95472
CITY OF ALAMEDA Parcel #: 71-202-35-1 2263 SANTA CLARA AVE ALAMEDA CA 94501	HOM JIMMY & DEBBIE L Parcel #: 71-202-5 2322 LINCOLN AVE ALAMEDA CA 94501	RANA KIRAN S Parcel #: 71-202-28 2922 BAYVIEW DR ALAMEDA CA 94501
COATS DOROTHY G TRUST Parcel #: 71-201-10-3 1312 FOUNTAIN ST ALAMEDA CA 94501	J&W LAU INVESTMENT Parcel #: 71-201-15 P O BOX 1098 ATWATER CA 95301	RANA KIRANJIT S TR Parcel #: 71-202-15 2922 BAYVIEW DR ALAMEDA CA 94501
DAMEN THEODORE A & Parcel #: 71-202-16-7 4612 GATWICK WAY ROCKLIN CA 95677	J&W LAU INVESTMENT Parcel #: 71-201-7 P O BOX 1098 ATWATER CA 95301	RESIDENT Parcel #: 70-191-34 1600 PARK ST ALAMEDA CA 94501
DUDUM JACK & SYLVIA TRS Parcel #: 70-189-10 1330 N BROADWAY #C WALNUT CREEK CA 94596	JUN IN S & KYU J Parcel #: 71-201-9 2491 DOIDGE AVE PINOLE CA 94564	RESIDENT Parcel #: 71-202-7-1 1529 PARK ST ALAMEDA CA 94501
DUDUM JACK & SYLVIA TRS Parcel #: 71-202-16-8 1330 N BROADWAY #C WALNUT CREEK CA 94596	JUNG JARRELL C & CHOI Parcel #: 70-190-20 6 GREENVALLEY CT LAFAYETTE CA 94549	RESIDENT Parcel #: 71-202-12 2322 TIMES WAY ALAMEDA CA 94501
FOLEY STREET INVESTMENTS Parcel #: 70-191-34 1980 MOUNTAIN BLVD #208 OAKLAND CA 94611	KANGAS MARGI L TR Parcel #: 70-190-21 166 MANOR DR SAN CARLOS CA 94070	RESIDENT Parcel #: 71-201-12-1 2305 LINCOLN AVE ALAMEDA CA 94501
GEANEKOS ATHANASIOS C & Parcel #: 71-201-14 2333 LINCOLN AVE ALAMEDA CA 94501	M POWER CO Parcel #: 71-202-6 1541 PARK ST ALAMEDA CA 94501	RESIDENT Parcel #: 71-201-14 2327 LINCOLN AVE ALAMEDA CA 94501
HEIMANS CHERYLIN ETAL Parcel #: 71-202-13 125 INVERNESS WAY ALAMEDA CA 94502	MARTINI RICHARD W & LEE A Parcel #: 71-202-14 3669 GRAND AVE OAKLAND CA 94610	RESIDENT Parcel #: 70-190-1 1544 PARK ST ALAMEDA CA 94501
HIRSHBERG EDWARD TR Parcel #: 71-202-12 1151 HARBOR BAY PKWY #207 ALAMEDA CA 94502	MATINOG MARK D Parcel #: 71-201-5 4096 PIEDMONT AVE #182 OAKLAND CA 94611	RESIDENT Parcel #: 71-201-6 2324 PACIFIC AVE ALAMEDA CA 94501

LIST OF FACT SHEET RECIPIENT

RESIDENT
Parcel #: 71-202-4
2300 LINCOLN AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-201-15
2332 PACIFIC AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-31-1
1516 OAK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 70-189-10
1514 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-16-7
1513 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 70-190-20
1522 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-201-5
2318 PACIFIC AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-201-7
2300 PACIFIC AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-201-11-1
2315 LINCOLN AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 70-190-22
1532 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 70-190-2
2410 LINCOLN AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-201-9
1601 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-5
2320 LINCOLN AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-16-8
1511 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-13
1525 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-29
SANTA CLARA AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-14
1517 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-28
2324 TIMES WAY
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-15
1515 PARK ST
ALAMEDA CA 94501

RESIDENT
Parcel #: 70-190-19
2411 WEBB AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-201-10-3
2319 LINCOLN AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 71-202-35-1
2310 LINCOLN AVE
ALAMEDA CA 94501

RESIDENT
Parcel #: 70-190-21
1526 PARK ST
ALAMEDA CA 94501

RUTTER A W JR & VIRGINIA S
Parcel #: 71-202-7-1
PO BOX 3186
MIDLAND TX 79702

SEBANC ALLAN A & BEVERLY
Parcel #: 71-201-12-1
105 STONEPINE RD
HILLSBOROUGH CA 94010

SINO LP
Parcel #: 71-201-6
2211 MOSLEY AVE
ALAMEDA CA 94501

SOCIETY OF ST VINCENT DE
Parcel #: 71-201-11-1
9235 SAN LEANDRO ST
OAKLAND CA 94603

WARREN ALAN & RUSSUM W
Parcel #: 70-190-1
2514 SANTA CLARA AVE
ALAMEDA CA 94501

WEBB MANAGEMENT CO LLC
Parcel #: 70-190-19
84 EUCALYPTUS RD
BERKELEY CA 94705

WITTENAU MICHAEL R &
Parcel #: 70-190-22
4640 ADMIRAL WAY #306
MARINA DEL REY CA 90292

RO0000005

July 31, 2012, Page 3

LIST OF FACT SHEET RECIPIENT

WRIGHT MICHAEL J & LINDA

Parcel #: 70-190-2

1546 PARK 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.