

98 NOV -9 PM 4: 38

October 14, 1998

Daisy & Kin Chan
4328 Edgewood Avenue
Oakland, CA 94602

SUBJECT: ASE PROPOSAL #98-100
SOIL AND GROUNDWATER ASSESSMENT
726 Harrison Street
Oakland, California

Aqua Science Engineers (ASE) is pleased to submit this proposal to perform the environmental assessment activities at the subject site which were requested by the Alameda County Health Care Services Agency (ACHCSA) in their letters dated September 23, 1997 and October 6, 1998. When completed, the sampling schedule of these wells will be coordinated to occur when adjacent sites' wells are sampled.

ASE's proposed scope of work is to:

- 1) Prepare a workplan for approval by the ACHCSA.
- 2) Obtain a drilling permit from the Alameda County Public Works Agency.
- 3) Locate underground utilities on site.
- 4) Drill three (3) soil borings at the site using a hollow-stem auger drill rig (see Figure 1). Collect soil samples every 5-feet and screen the soil samples for volatile compounds with an organic vapor meter (OVM).
- 5) Analyze one soil sample from each boring at a CAL-EPA certified analytical laboratory for total petroleum hydrocarbons as gasoline (TPH-G) by modified EPA Method 5030/8015 and benzene, toluene, ethylbenzene and total xylenes (BTEX) and MTBE by EPA Method 8020.
- 6) Construct a 2-inch diameter groundwater monitoring well in each boring.

- 7) Develop the monitoring well using surge block agitation and bailer or pump evacuation.
- 8) Collect groundwater samples from the monitoring wells.
- 9) Survey the top of casing elevations and determine the groundwater flow direction utilizing depth to groundwater measurements.
- 10) Analyze each groundwater sample at a CAL-EPA certified analytical laboratory for TPH-G by modified EPA Method 5030/8015 and BTEX and MTBE by EPA Method 8020.
- 11) Dispose of the drill cuttings, steam-clean-rinsate and well purge water appropriately.
- 12) Prepare a report outlining the methods and findings of this assessment.

ESTIMATED COSTS

ASE proposes performing this project on a time and materials basis, not to exceed \$9,500.00. The actual cost billed will be based on actual time spent on this project. An estimate of the costs are attached.

QUARTERLY GROUNDWATER MONITORING

Quarterly groundwater sampling and reporting will also be required for the monitoring wells. ASE can provide this service to you for the estimated costs attached.

PAYMENT

Payment will be scheduled as follows: 20% of the project cost will be due upon Authorization to Proceed and the balance will be due upon presentation of the report. If the project extends past one month, progress billing will be invoiced at the end of each month. Client agrees to pay interest at the rate of one-and-one-half percent (1.5%) per month on any and all balances not paid by due date. Client also agrees to pay all court costs, attorney fees, and other expenses incurred by bidder in the event Client fails to make payment(s) when due and bidder undertakes litigation to enforce collections.

LIMITATIONS

The purpose of the proposed assessment is to identify and characterize possible subsurface soil and groundwater contamination at the subject site. Because the extent of soil and groundwater contamination is currently not known, it is not possible to guarantee a complete definition of the entire extent of contamination. Additional drilling, soil and groundwater sampling, and chemical analysis may be required by the regulatory agencies to complete this assessment. The performance of any additional services above and beyond those detailed in the above-referenced scope of work will be charged as additional costs pending prior approval of the additional services by the client.

The estimated cost of disposing of the contaminated soil and water produced during this project (drill cuttings, well purge water, steam-cleaning rinsate, etc.) assumes that the soil is suitable for non-hazardous class III disposal and that the waste water is considered non-hazardous.

ASE will contact Underground Service Alert to mark all public utilities on public property. It is the clients responsibility to mark private underground utility lines on their property. ASE will not be responsible for damage to any unmarked utilities during drilling or other work related to this project.

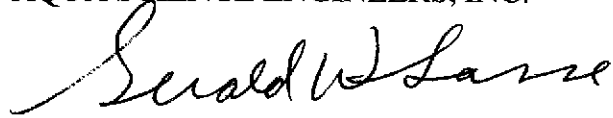
Should you wish to have this work proceed as outlined above, please sign the attached "Authorization to Proceed" and Aqua Science Engineers will contact the client upon receipt to determine a firm start date. This proposal constitutes a firm offer to conduct the scope of services herein. One copy of this Authorization to Proceed document is to be signed and returned to Aqua Science Engineers prior to commencement of work.

THIS QUOTATION IS VALID FOR A PERIOD OF THIRTY (30) DAYS FROM DATE OF THIS LETTER.

Aqua Science Engineers appreciates the opportunity to provide you with this quotation. We look forward to further assisting you with your environmental needs. Should you have any questions or comments, please feel free to call us at (510) 820-9391.

Respectfully submitted,

AQUA SCIENCE ENGINEERS, INC.

A handwritten signature in cursive script that reads "Gerald W. Sasse". The signature is written in black ink and is positioned above the printed name and title.

Gerald W. Sasse, R.E.A.
Vice President



Aqua Science Engineers, Inc.
2411 Old Crow Canyon Road, #4
San Ramon, CA 94583
(510) 820-9391

AUTHORIZATION TO PROCEED

October 14, 1998

Daisy & Kin Chan
4328 Edgewood Avenue
Oakland, CA 94602

I, _____, have read and understand all of the terms and conditions that are included as a part of this proposal. I authorize this work in accordance to the scope of work as stated in ASE proposal 98-100.

For Client: _____
Signature: _____
Title: _____
Date: _____

Aqua Science Engineers, Inc.

Name: G. W. Sasse
Signature: [Handwritten Signature]
Date: 10/14/98

ESTIMATE OF COSTS - #98-100

1/2/98

PROJECT: FORMER SHELL STATION, 726 HARRISON STREET, OAKLAND, CA

TASK: SOIL & GROUNDWATER ASSESSMENT

THREE 2-INCH DIAMETER by 30-FEET DEEP MONITORING WELLS

OUTSIDE COSTS		Units	Rate	Total
<u>Alameda County Public Works Department</u>				
Well Installation Permit		3	\$0.00	\$0.00
Drill Rig (Rig, Labor, Supplies, Materials, Decon., Support)		1	\$2,600.00	\$2,600.00
<u>Analytical - SOIL</u>				
TPH-G, MTBE, BTEX		3	\$50.00	\$150.00
<u>Analytical - WATER</u>				
TPH-G, MTBE, BTEX		3	\$50.00	\$150.00
Utility Locator		1	\$240.00	\$240.00
Well Surveyor		1	\$500.00	\$500.00
<u>Drum Disposal</u>				
Soil		6	\$75.00	\$390.00
Water		3	\$65.00	\$195.00
Subtotal				\$4,225.00
Administrative Markup (15%)				\$633.75
Total Outside Costs				\$4,858.75
ASE LABOR		Hours	Rate	Total
<u>Project Geologist</u>				
Drilling Permits Aquisition		1	\$80.00	\$80.00
Set-up & Scheduling		6	\$80.00	\$480.00
Workplan Prep. and Negotiation with ACHCSA		6	\$80.00	\$480.00
Drilling (including travel)		10	\$80.00	\$800.00
Reporting		12	\$80.00	\$960.00
Invoicing		1.5	\$80.00	\$120.00
<u>Senior Geologist</u>				
Reporting & Review		2	\$90.00	\$180.00
<u>Technician</u>				
Well Development		8	\$50.00	\$400.00
Well Sampling		6	\$50.00	\$300.00
<u>Drafting</u>				
Maps & Boring Logs		6	\$45.00	\$270.00
<u>Clerical</u>				
Report Copying & Mailing		1.5	\$35.00	\$52.50
<u>Principal Eng./Geol.</u>				
Report Review/Sign-off		1	\$105.00	\$105.00
Total ASE Labor				\$4,227.50

MISCELLANEOUS				Units	Rate	Total
				180	\$0.40	\$72.00
Mileage				1	\$90.00	\$90.00
OVM				3	\$15.00	\$45.00
Water Level Meter				2	\$15.00	\$30.00
pH, Cond., Temp. Meter				1	\$15.00	\$15.00
Supplies						\$252.00
Total Miscellaneous Costs						
GRAND TOTAL ESTIMATE OF COSTS						\$9,338.25

ESTIMATE OF COSTS - #98-101

1/2/98

PROJECT: FORMER SHELL STATION, 726 HARRISON STREET, OAKLAND, CA
 TASK: QUARTERLY GROUNDWATER MONITORING
 FOUR 2-INCH DIAMETER MONITORING WELLS

				Units	Rate	Total
OUTSIDE COSTS						
Analytical - WATER				4	\$50.00	\$200.00
TPH-G, MTBE, BTEX						\$30.00
Administrative Markup (15%)						\$230.00
Total Outside Costs						
				Hours	Rate	Total
ASE LABOR						
Technician				7	\$50.00	\$350.00
Well Sampling (including travel)						
Project Geologist				7	\$80.00	\$560.00
Reporting & Drafting				0.5	\$80.00	\$40.00
Invoicing						
Senior Geologist				1	\$90.00	\$90.00
Reporting & Review						
Clerical				1	\$35.00	\$35.00
Report Copying & Mailing						
Principal Eng./Geol.				0.5	\$105.00	\$52.50
Report Review/Sign-off						\$1,127.50
Total ASE Labor						
				Units	Rate	Total
MISCELLANEOUS						
Mileage				60	\$0.40	\$24.00
Water Level Meter				1	\$15.00	\$15.00
pH, Cond., Temp. Meter				1	\$15.00	\$15.00
Supplies				1	\$10.00	\$10.00
Total Miscellaneous Costs						\$64.00
GRAND TOTAL ESTIMATE OF COSTS						\$1,421.50



Aqua Science Engineers, Inc.

2411 Old Crow Canyon Road, #4

San Ramon, CA 94583

(510) 820-9391

AUTHORIZATION TO PROCEED

October 14, 1998

Daisy & Kin Chan
4328 Edgewood Avenue
Oakland, CA 94602

I, _____, have read and understand all of the terms and conditions that are included as a part of this proposal. I authorize this work in accordance to the scope of work as stated in ASE proposal 98-100.

For Client: _____

Signature: _____

Title: _____

Date: _____

Aqua Science Engineers, Inc.

Name: G. W. Sasse

Signature: [Handwritten Signature]

Date: 10/14/98

UNDERGROUND STORAGE TANK FEE RETURN

DUE ON OR BEFORE 01/25/93 FOR JANUARY - DECEMBER 1992

BOARD USE ONLY		
REG	RR	PR
TR	AUD	NR
REF	QD	PI
FILE		
EFF		

Mail To: 6592 **Account Number** TK HQ 44-000588

STATE BOARD OF EQUALIZATION
FUEL TAXES DIVISION
PO BOX 942879
SACRAMENTO, CA 94279-6151

Kin's Shell Service, Number 1
Kin Chan
726 Harrison Street
Oakland, Ca 94607

READ INSTRUCTIONS BEFORE PREPARING

Make changes if name or address is incorrect.

GENERAL INFORMATION

Every "Owner" of an underground storage tank who is required to obtain a permit to own or operate a tank pursuant to Section 25284 of the Health and Safety Code shall pay a storage fee for each gallon of petroleum products placed in the tank.

DEFINITIONS

"Owner" is defined to include any person as well as any city, county, district, agency, including departments. "Owner" does not include the state government, federal government, or an operator who is not an owner.

"Petroleum" is defined as crude oil or any fraction thereof, which is liquid at standard conditions of temperature (60 degrees Fahrenheit) and pressure (14.7 pounds per square inch).

"Underground Storage Tank" means any one or combination of tanks, including pipes connected to the tanks, used for the storage of hazardous substances and located substantially or totally beneath the surface of the ground.

The fee does not apply to petroleum products placed in underground storage tanks that:

1. Are located on a farm or residence, used to store motor fuel for non-commercial purposes and have a capacity of 1,100 gallons or less.
2. Store heating oil for consumption on the premises where stored.

FILING REQUIREMENTS

Every owner of an underground storage tank shall file a quarterly storage fee return. The return is due on or before the 25th day of the month following the end of the reporting period. Late payment results in a penalty of 10% and interest at an adjusted rate established pursuant to Section 6591.5 of the Revenue and Taxation Code. The return must be filed even though you have no liability for the fee. This includes tanks that are temporarily empty or not in use

If you have sold any of your tanks or have moved, please notify this office. If you are not the tank owner, please indicate the current owner and their mailing address on an attachment and forward along with this return.

INSTRUCTION: Insert total gallons of petroleum placed into all tanks owned by you in Column A; multiply by the rate in Column B; and write that number in Column C.	A WHOLE GALLONS ONLY	B RATE OF FEE	C TOTAL FEE DUE (Column A x B)
1. Total gallons of petroleum placed in all tanks owned	1. 309,344	0.006	1,856.06
2. Penalty [multiply line 1, Column C, by 10%(.10) if payment is made after due date shown above.]		PENALTY 2.	
3. INTEREST OF 11% PER ANNUM (0.009167 PER MONTH) IS DUE IF PAYMENT IS MADE AFTER THE DUE DATE.		INTEREST 3.	
4. TOTAL AMOUNT DUE AND PAYABLE (add lines 1, 2 and 3)		4.	1,856.06

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

PRINT/TYPE NAME AND TITLE. SIGNATURE PHONE NUMBER DATE

MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE BOARD OF EQUALIZATION
Always write your account number on your check or money order. Make a copy of this document for your records

UNDERGROUND STORAGE TANK FEE RETURN

DUE ON OR BEFORE 01/25/92 FOR JANUARY - DECEMBER 1991

Mail To: 6691 Account Number TK HQ 44-000588

STATE BOARD OF EQUALIZATION
FUEL TAXES DIVISION
PO BOX 942879
SACRAMENTO, CA 94279-6151

Kin's Shell Service, Number 1
Kin Chan
726 Harrison Street
Oakland, Ca 94607

BOARD USE ONLY		
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REF	QD	PI
FILE		
EFF		

READ INSTRUCTIONS BEFORE PREPARING
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GENERAL INFORMATION

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"Petroleum" is defined as crude oil or any fraction thereof, which is liquid at standard conditions of temperature (60 degrees Fahrenheit) and pressure (14.7 pounds per square inch).

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1. Are located on a farm or residence, used to store motor fuel for non-commercial purposes and have a capacity of 1,100 gallons or less.
2. Store heating oil for consumption on the premises where stored.

FILING REQUIREMENTS

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INSTRUCTION: Insert total gallons of petroleum placed into all tanks owned by you in Column A; multiply by the rate in Column B; and write that number in Column C.		A WHOLE GALLONS ONLY	B RATE OF FEE	C TOTAL FEE DUE (Column A x B)
1.	Total gallons of petroleum placed in all tanks owned	1. 296,171	0.006	1,777.03
2.	Penalty [multiply line 1, Column C, by 10%(.10) if payment is made after due date shown above.]		PENALTY 2.	
3.	INTEREST OF 13% PER ANNUM (0.010833 PER MONTH) IS DUE IF PAYMENT IS MADE AFTER THE DUE DATE.		INTEREST 3.	
4.	TOTAL AMOUNT DUE AND PAYABLE (add lines 1, 2 and 3)		4.	1,777.03

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

PRINT/TYPE NAME AND TITLE. SIGNATURE PHONE NUMBER DATE

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UNDERGROUND STORAGE TANK FEE RETURN

DUE ON OR BEFORE 01/25/94 FOR JANUARY - DECEMBER 1993

Mail To:

6693

Account Number
TK HQ 44-000588

STATE BOARD OF EQUALIZATION
FUEL TAXES DIVISION
PO BOX 942879
SACRAMENTO, CA 94279-6151

Kin's Shell Service, Number 1
Kin Chan
726 Harrison Street
Oakland, Ca 94607

BOARD USE ONLY		
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TR	AUD	NR
REF	QD	PI
FILE		
EFF		

READ INSTRUCTIONS BEFORE PREPARING

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GENERAL INFORMATION

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1. Are located on a farm or residence, used to store motor fuel for non-commercial purposes and have a capacity of 1,100 gallons or less.
2. Store heating oil for consumption on the premises where stored.

FILING REQUIREMENTS

Every owner of an underground storage tank shall file a quarterly storage fee return. The return is due on or before the 25th day of the month following the end of the reporting period. Late payment results in a penalty of 10% and interest at an adjusted rate established pursuant to Section 6591.5 of the Revenue and Taxation Code. The return must be filed even though you have no liability for the fee. This includes tanks that are temporarily empty or not in use

If you have sold any of your tanks or have moved, please notify this office. If you are not the tank owner, please indicate the current owner and their mailing address on an attachment and forward along with this return.

INSTRUCTION: Insert total gallons of petroleum placed into all tanks owned by you in Column A; multiply by the rate in Column B; and write that number in Column C.	A WHOLE GALLONS ONLY	B RATE OF FEE	C TOTAL FEE DUE (Column A x B)
1. Total gallons of petroleum placed in all tanks owned	1. 259,155	0.006	1,554.93
2. Penalty [multiply line 1, Column C, by 10% (.10) if payment is made after due date shown above.]		PENALTY 2.	
3. INTEREST OF 10% PER ANNUM (0.008333 PER MONTH) IS DUE IF PAYMENT IS MADE AFTER THE DUE DATE.		INTEREST 3.	
4. TOTAL AMOUNT DUE AND PAYABLE (add lines 1, 2 and 3)		4.	1,554.93

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

PRINT/TYPE NAME AND TITLE. SIGNATURE PHONE NUMBER DATE

MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE BOARD OF EQUALIZATION
Always write your account number on your check or money order. Make a copy of this document for your records

UNDERGROUND STORAGE TANK FEE RETURN

DUE ON OR BEFORE	01/25/95	FOR	JANUARY - DECEMBER	1994
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BOARD USE ONLY		
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TR	AUD	NR
REF	QD	PI
FILE		
EFF		

Mail To: 6594 Account Number TK HQ 44-000588

STATE BOARD OF EQUALIZATION
FUEL TAXES DIVISION
PO BOX 942879
SACRAMENTO, CA 94279-6151

Kin's Shell Service, Number 1
Kin Chan
726 Harrison Street
Oakland, Ca 94607

**READ INSTRUCTIONS
BEFORE PREPARING**
Make changes if name
or address is incorrect.

GENERAL INFORMATION

Every "Owner" of an underground storage tank who is required to obtain a permit to own or operate a tank pursuant to Section 25284 of the Health and Safety Code shall pay a storage fee for each gallon of petroleum products placed in the tank.

DEFINITIONS

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"Petroleum" is defined as crude oil or any fraction thereof, which is liquid at standard conditions of temperature (60 degrees Fahrenheit) and pressure (14.7 pounds per square inch).

"Underground Storage Tank" means any one or combination of tanks, including pipes connected to the tanks, used for the storage of hazardous substances and located substantially or totally beneath the surface of the ground.

The fee does not apply to petroleum products placed in underground storage tanks that:

1. Are located on a farm or residence, used to store motor fuel for non-commercial purposes and have a capacity of 1,100 gallons or less.
2. Store heating oil for consumption on the premises where stored.

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INSTRUCTION: Insert total gallons of petroleum placed into all tanks owned by you in Column A; multiply by the rate in Column B; and write that number in Column C.		A WHOLE GALLONS ONLY	B RATE OF FEE	C TOTAL FEE DUE (Column A x B)
1.	Total gallons of petroleum placed in all tanks owned	1. 274,672	0.006	1,648.03
2.	Penalty [multiply line 1, Column C, by 10%(.10) if payment is made after due date shown above.]		PENALTY 2.	
3.	INTEREST OF 11% PER ANNUM (0.009167 PER MONTH) IS DUE IF PAYMENT IS MADE AFTER THE DUE DATE.		INTEREST 3.	
4.	TOTAL AMOUNT DUE AND PAYABLE (add lines 1, 2 and 3)		4.	1,648.03

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

PRINT/TYPE NAME AND TITLE	SIGNATURE	PHONE NUMBER	DATE
		()	

MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE BOARD OF EQUALIZATION
Always write your account number on your check or money order. Make a copy of this document for your records

UNDERGROUND STORAGE TANK FEE RETURN

DUE ON OR BEFORE	04/25/95	FOR	JANUARY - MARCH, 1995
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Mail To: **USTC RVT01**
STATE BOARD OF EQUALIZATION
FUEL TAXES DIVISION
PO BOX 942879
SACRAMENTO CA 94279-6151

Account Number	1595	TK HQ 44-000588	5
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KIN'S SHELL SERVICE, NUMBER 1
KIN CHAN
726 HARRISON STREET
OAKLAND CA 94607

BOARD USE ONLY		
REG	RR	PR
TR	AUD	NR
REF	QD	PI
FILE		
EFF		

READ INSTRUCTIONS BEFORE PREPARING
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GENERAL INFORMATION

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1. Are located on a farm or residence, used to store motor fuel for non-commercial purposes and have a capacity of 1,100 gallons or less.
2. Store heating oil for consumption on the premises where stored.

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INSTRUCTION: Insert total gallons of petroleum placed into all tanks owned by you in Column A; multiply by the rate in Column B; and write that number in Column C.	A WHOLE GALLONS ONLY	B RATE OF FEE	C TOTAL FEE DUE (Column A x B)
1. Total gallons of petroleum placed in all tanks owned.	1. 63,218	0.007	442.53
2. Penalty [multiply line 1, Column C, by 10% (.10) if payment is made after due date shown above]		PENALTY 2.	
3. INTEREST OF 11% PER ANNUM (0.009167 PER MONTH) IS DUE IF PAYMENT IS MADE AFTER THE DUE DATE.		INTEREST 3.	
4. TOTAL AMOUNT DUE AND PAYABLE (add lines 1, 2 and 3)		4.	442.53

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

PRINT/TYPE NAME AND TITLE _____ SIGNATURE _____ PHONE NUMBER _____ DATE _____

MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE BOARD OF EQUALIZATION.
Always write your account number on your check or money order. Make a copy of this document for your records.

UNDERGROUND STORAGE TANK FEE RETURN

DUE ON OR BEFORE	10/25/95	FOR	JULY - SEPTEMBER, 1995
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Mail To: **USTC RVTK01**
STATE BOARD OF EQUALIZATION
FUEL TAXES DIVISION
PO BOX 942879
SACRAMENTO CA 94279-6151

Account Number	3595	TK HQ 44-000588	0
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KIN'S SHELL SERVICE, NUMBER 1
KIN CHAN
726 HARRISON STREET
OAKLAND CA 94607

726 HARRISON STREET, OAKLAND

BOARD USE ONLY		
REG	RR	PR
TR	AUD	NR
REF	QD	PI
FILE		
EFF		

READ INSTRUCTIONS BEFORE PREPARING
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The fee does not apply to petroleum products placed in underground storage tanks that:

- Are located on a farm or residence, used to store motor fuel for non-commercial purposes and have a capacity of 100 gallons or less.
- Store heating oil for consumption on the premises where stored.

FILING REQUIREMENTS

Every owner of an underground storage tank shall file a quarterly storage fee return. The return is due on or before the 25th day of the month following the end of the reporting period. Late payment results in a penalty of 10% and interest at an adjusted rate established pursuant to Section 6591.5 of the Revenue and Taxation Code. The return must be filed even though you have no liability for the fee. This includes tanks that are temporarily empty or not in use.

If you have sold any of your tanks or have moved, please notify this office. If you are not the tank owner, please indicate the current owner and their mailing address on an attachment and forward along with this return.

INSTRUCTION: insert total gallons of petroleum placed into all tanks owned by you in Column A; multiply by the rate in Column B; and write that number in Column C.	A WHOLE GALLONS ONLY	B RATE OF FEE	C TOTAL FEE DUE (Column A x B)
1. Total gallons of petroleum placed in all tanks owned.	1. 53200	0.007	372.40
2. Penalty [multiply line 1, Column C, by 10% (.10) if payment is made after due date shown above]		PENALTY	2. 0
3. INTEREST OF 12% PER ANNUM (0.010000 PER MONTH) IS DUE IF PAYMENT IS MADE AFTER THE DUE DATE.		INTEREST	3. 0
4. TOTAL AMOUNT DUE AND PAYABLE (add lines 1, 2 and 3)			4. 372.40

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

PRINT/TYPE NAME AND TITLE SIGNATURE PHONE NUMBER DATE

MAKE CHECK OR MONEY ORDER PAYABLE TO THE STATE BOARD OF EQUALIZATION.
Always write your account number on your check or money order. Make a copy of this document for your records.