

October 19, 2011

Mr. Keith Nowell, PG, CHG
Hazardous Materials Specialist
Alameda County Environmental Health
1131 Harbor Bay Parkway, Suite 250
Alameda, California, 94502-6577USA

RECEIVED

4:20 pm, Oct 24, 2011

Alameda County
Environmental Health

Subject: **Site Assessment Work Plan**
Former General Transportation Facility
3211 Wood Street
Oakland, California
Alameda County LOP Case No. RO0000338

Dear Mr. Nowell:

I declare under penalty of perjury that to the best of my knowledge the information and/or recommendations contained in the attached report is/are true and correct.

If you have any questions or need additional information, please contact Antea Group at (408)-826-1879.

Sincerely,

David Lin

David or Wendy Lin
Property Owner

Site Assessment Work Plan

*Former General Transportation Facility
3211 Wood Street, Oakland, California
Alameda County Environmental Health
Case No. RO0000338*

*Antea Group Project No. NA70LINOAK
October 19, 2011*

Prepared for:
Mr. Keith Nowell, PG, CHG
Hazardous Materials Specialist
Alameda County Environmental Health
1131 Harbor Bay Parkway, Suite 250
Alameda, California, 94502-6577

Prepared by:
Antea™Group
312 Piercy Road
San Jose, California, 95138
+1.800.477.7411



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Site Assessment Work Plan

Former General Transportation Facility

3211 Wood Street, Oakland, California

Alameda County Environmental Health Case No. RO0000338

1.0 INTRODUCTION

Antea™Group (Antea Group), on behalf of David and Wendy Lin, has prepared this *Site Assessment Work Plan* in order to evaluate current concentrations of petroleum hydrocarbons and constituents in soil and groundwater beneath the former General Transportation facility located at 3211 Wood Street in Oakland, California (**Figures 1 and 2**). The Alameda County Environmental Health Department (ACEH) requested this work plan in their July 22, 2011 letter (**Appendix A**). This work plan proposes the advancement of eight soil borings to evaluate the presence and vertical and lateral extent of contaminants in soil and groundwater beneath the site.

1.1 Site Description and Background

The site is a triangular shaped property located on the northwest corner of the intersection of Wood Street and 32nd Street in Oakland, Alameda County, California. A Sanborn insurance map from 1912 does not note any use for the property, however starting in 1951 the site was labeled as an auto freight depot (Sanborn Library, 1912, 1951). Currently the site is a Sierra Pacific trucking and warehousing facility.

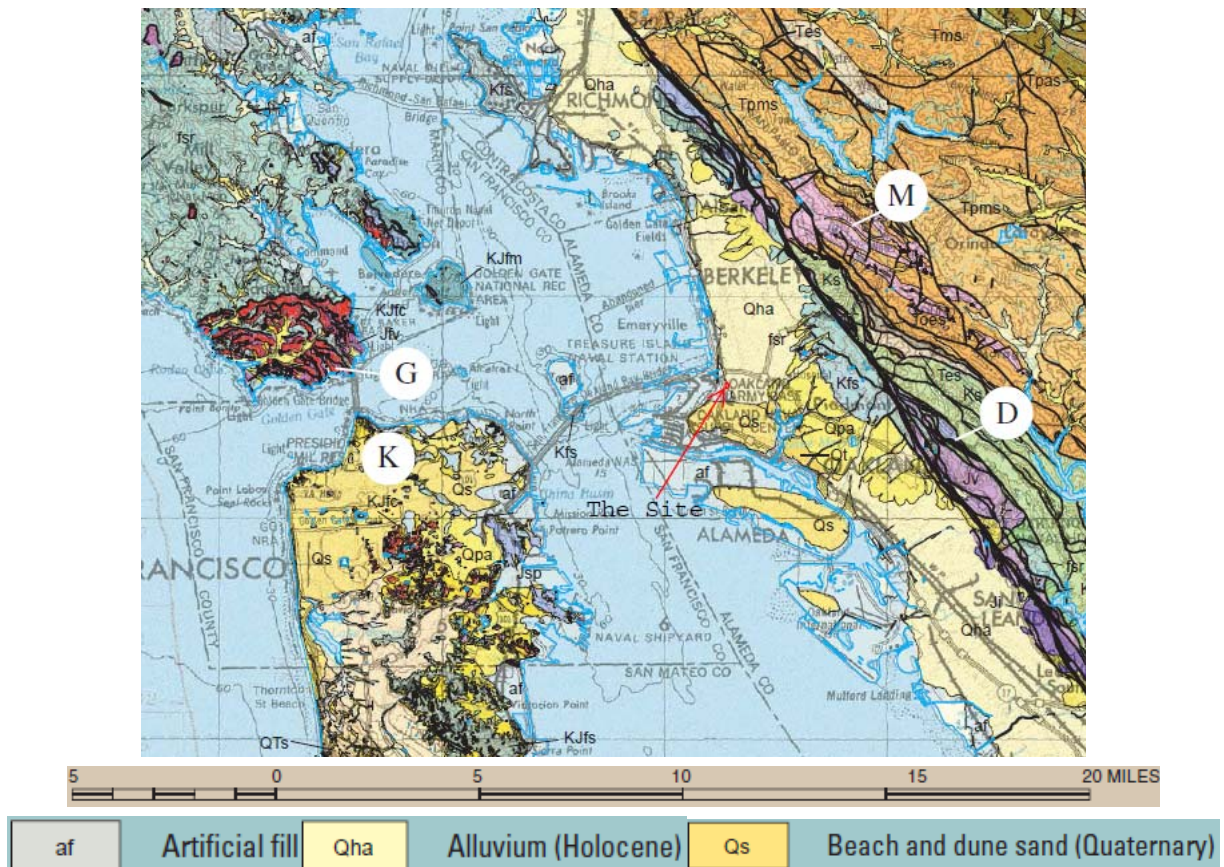
The site's environmental case was initiated in 1992, when DECON Environmental Services (DECON) removed the site's underground storage tanks (USTs). The site's former USTs consisted of one 8,000-gallon diesel, one 8,000-gallon leaded gasoline, one 500-gallon waste oil and one 500-gallon unknown solvent tank, all believed to be installed sometime around 1950. The fuel and waste oil tanks had up to a half-inch of bituminous resin coating, and were in good condition upon removal. The solvent UST did not have the resin coating and was severely corroded; the tank was documented to have approximately 200 gallons of material in it, noted to be mostly water. Eisenberg, Olivieri and Associates (EOA) collected sidewall soil samples (SW1 through SW8) from the UST pit at a depth of approximately 3 feet below ground surface (bgs), just above the groundwater level in the tank pit. (**Figure 2**) EOA noted evidence of past leakage or spillage visible in the soil, primarily in the vicinity of tank fill pipes, the dispenser area, and under the 500-gallon unknown solvent tank. The majority of stained soils were removed during excavation activities, with the exception of soils adjacent to the warehouse foundation on the north side of the excavation. EOA reported maximum analyte concentrations near the building foundations at 26,000 parts per million (ppm) total petroleum hydrocarbon as diesel (TPH-D), 5,100 ppm TPH as gasoline (TPH-G) and 1.4 ppm benzene in samples SW7 and SW8. A groundwater sample collected from the tank pit reported 12,000 micrograms per liter ($\mu\text{g/L}$) TPH-D and 190 $\mu\text{g/L}$ TPH-G. Lead, nickel and zinc were reported at concentrations of 23.6 $\mu\text{g/L}$, 80.5 $\mu\text{g/L}$ and 61.3 $\mu\text{g/L}$, respectively. DECON removed approximately 180 cubic yards of soil and debris and 400 gallons of purge water from the UST pit. As noted above, DECON was unable to excavate soils beneath the former fuel

dispenser due to concerns for the structural integrity of the adjacent warehouse foundation. The deepest part of the excavation was reportedly 12 feet bgs. (EOA, 1992).

In May 1995, TRC conducted a soil and groundwater investigation on the western portion of the property on behalf of Caltrans as part of the Cypress Freeway realignment project. The investigation included six soil borings (B-1 through B-6) on the western portion of the property, now occupied by Freeway 880 (Figure 2). TRC advanced the borings to depths of 5.5 to 9.5 feet bgs, and reported groundwater occurrence at 4.5 to 5.5 feet bgs. Heavy metals and petroleum hydrocarbons were reported in groundwater at levels exceeding California maximum contaminant levels (MCLs) (TRC 1995). According to the Envirostor database, this site received a “No Further Action” notice on April 19, 1997. Since this investigation was not performed on the portion of the property which housed the former USTs, the NFA does not apply to this case.

1.2 Regional Geology and Hydrology

The site is located approximately 2,500 feet east of the San Francisco Bay’s eastern shore, and is underlain primarily by artificial fill, with alluvial, beach and dune deposits beneath the site and to the east (Graymer et. al, 2006).



During the removal of the USTs in 1992, EOA observed artificial fill materials to the total excavation depth of 12.5 feet bgs. Artificial fill in the region can consist of discontinuous clay, sand or gravel deposits with varying amounts of human-derived debris, and can be found to a depth of approximately 25 feet in the site area (TRC 1995). The site topography is relatively flat and approximately 10 feet above mean sea level. The San Francisco Bay is located within the California Coast Ranges, which contain Franciscan bedrock composed of a mixture of mainly greywacke sandstone, chert, serpentinite, mudstone, conglomerate, greenstone, shale and limestone (Graymer et. al. 1996). The Hayward Fault zone is approximately 3.6 miles northeast of the site.

During the removal of the USTs in 1992, groundwater seeped into the bottom of the excavation pit to a depth of approximately 3.5 feet bgs, with a visible petroleum sheen. Groundwater flow in the region flows generally to the west toward the San Francisco Bay. The main water-bearing unit beneath the site is the East Bay Plain Subbasin, which occurs near ground surface (DWR 2004).

2.0 SCOPE OF WORK

Antea Group proposes the advancement of eight soil borings in vicinity of the former UST pit and adjacent area in order to evaluate the vertical and lateral extent of any remaining petroleum hydrocarbons, metals or solvents in soil and groundwater beneath the site.

2.1 Pre Field Activities

Prior to initiation of field activities, Antea Group will prepare a Health and Safety Plan (HASP) in accordance with Title 8, Section 5192 of the California Code of Regulations. The HASP will contain a list of emergency contacts, as well as a map showing the route to the nearest emergency facility, and will be reviewed daily by field personnel. Additionally, Antea Group will obtain required permits for the soil borings from the Alameda County Public Works Agency (ACPWA).

2.2 Borehole Preclearance

Antea Group will contact Underground Service Alert (USA) North to mark the site for subsurface utilities. Antea Group will also employ the services of a private underground utility locator to verify utility locations marked by USA members and to identify any other potential unmarked underground utilities or obstructions in the vicinity of the proposed drilling locations. To expose and avoid damage to underground utilities during borehole advancement, each location will be cleared utilizing hand tools and/or air knife (air excavation) vacuum technology to a depth of five feet bgs. A California licensed drilling, directed by Antea Group field personnel company conduct borehole clearance.

2.3 Soil Borings

Antea Group recommends the advancement of eight soil borings (SB-1 through SB-8) in the vicinity of the former UST tank cavity and in the inferred downgradient direction to evaluate the current extent of the petroleum

hydrocarbon and solvent plume in soil and groundwater beneath the site (**Figure 3**). Antea Group proposes to advance soil borings in the following locations:

- SB-1 through SB-3 will be advanced in the inferred downgradient direction from the loading dock area, presumed to be the location of the former dispensers and UST complex, in order to evaluate the lateral and vertical extent of the plume.
- SB-4 and SB-8 will be advanced north-northeast and south-southeast of the former UST pit.
- SB-5 and SB-6 will be advanced in the vicinity of the former UST's east sidewall to confirm concentrations reported in sample SW7 (26,000 mg/kg TPH-D at a depth of three feet bgs) and SW8 (5,100 mg/kg TPH-G at a depth of three feet bgs).
- SB-7 will be advanced in the approximate vicinity of the former 500-gallon unknown solvent tank, where soil staining was noted, to verify any remaining soil impacts.

Following tank removal activities in 1992, the UST pit was backfilled with drain rock after the UST removals in 1992. Antea Group was unable to determine the exact location and extent of the UST tank pit, so it is unclear whether the driller will be able to advance borings SB-5, SB-6 and SB-7 in their proposed locations due to safety and drilling concerns associated with drilling through drain rock. Due to this possibility, Antea Group proposes alternate locations (A-5 through A-7) immediately adjacent to the former excavation area.

Antea Group proposes to advance the borings to five feet below the transition from artificial fill to native soil, anticipated at approximately 25 feet bgs, for a total depth of approximately 30 feet bgs. Antea Group field personnel will determine the final boring depths based on field conditions.

A California licensed (C-57) drilling contractor under the supervision of Antea Group will advance the borings and continuously collect soil samples through a direct-push type sampling rod with 5-foot long acetate liners using Dual-Tube Geoprobe® or similar direct-push drilling equipment. Field personnel will collect shallow soil samples from a hand auger and place them in brass soil sleeves capped with Teflon sheets and plastic end caps. Upon completion of sampling activities, the selected driller will backfill each boring with neat cement to just below ground surface and complete the surface with a concrete cap dyed to match existing surface conditions. The locations of proposed borings are shown on **Figure 3**.

2.3.1 Soil Sampling

Field personnel will classify and log soils in accordance with the Unified Soil Classification System (USCS), and place a portion of each sample in a sealed quart-sized plastic bag. After approximately 30 minutes, field personnel will insert the sampling tube of a photo-ionization detector (PID) into the plastic bag, and record the stabilized PID readings on the well boring logs.

Soil samples from all borings will be collected at the following intervals: approximately 3 feet bgs, immediately above first encountered groundwater, at 12 to 13 feet bgs (bottom of the former tank pit), at the transition from

artificial fill to native soil, and at the boring terminus. Additionally, Antea Group will submit soil samples which exhibit elevated PID readings (above 10 parts per million volume) or a substantial change in lithology.

Antea Group will assign each soil sample retained for laboratory analysis a unique sample name, record them on chain-of-custody documentation, and place them in an ice-cooled chest. The selected samples will be submitted to Pace Analytical (Pace), a California certified analytical laboratory (No. 01153CA), and analyzed for the following constituents:

- Gasoline range organics (GRO) by California LUFT method;
- Diesel range organics (DRO) by Environmental Protection Agency (EPA) Method 8015M with silica gel cleanup
- Benzene, toluene, ethylbenzene, xylenes (BTEX compounds), methyl tertiary butyl ether (MTBE), tertiary-butyl alcohol (TBA), ethyl tertiary-butyl ether (ETBE), tertiary-amyl methyl ether (TAME), di-isopropyl ether (DIPE), ethylene dibromide (EDB), ethanol, and 1,2-dichloroethane (1,2-DCA) by EPA Method 8260.

In addition, Antea Group recommends the additional analytes listed below for borings in the vicinity of the former waste oil and solvent tanks SB-3, SB-6, SB-7 and SB-8 :

- Recoverable range organics (RRO) by EPA method 8015.
- Cadmium, chromium, lead, nickel and zinc by EPA Method 6010.
- Chlorinated hydrocarbons by EPA Method 8260B
- Dibenzofurans (PCBs), dioxins (PCP), polycyclic aromatic hydrocarbons (PAH), and Creosote by EPA Method 8270.

Antea Group compiled the list of additional analytes based on the recommended analysis lists for waste/used/unknown USTs from Santa Clara County, referenced on the Alameda County Environmental Health website.

2.3.2 Groundwater Sampling

Once the total soil boring depths have been reached, Antea Group will collect a groundwater sample from each boring by inserting a temporary 1-inch schedule 40 PVC casing with a 5-foot screened interval with a pre-attached filter pack into the borehole. The screened interval will be placed at the total depth of the boring. Groundwater will be allowed to temporarily stabilize, and grab samples will be collected using a disposable bailer.

Collected water samples will be decanted into laboratory provided sample containers and sealed with Teflon®-lined septum, screw-on lids. Labels documenting sample identification, collection date, and type of preservative will be affixed to each sample. The samples will then be placed into an ice-filled cooler for delivery under chain-of-custody documentation to a laboratory certified by the State of California to perform the specified tests.

Groundwater samples will be analyzed for the following:

- GRO by California LUFT method;
- DRO by EPA Method 8015M with Silica Gel Cleanup
- BTEX compounds, MTBE, TBA, ETBE, TAME, DIPE, EDB, ethanol, and 1,2-DCA by EPA Method 8260.

The laboratory will additionally analyze samples from SB-3, SB-6, SB-7 and SB-8 :for the following:

- RRO by EPA method 8015.
- Dissolved metals: Cadmium, chromium, lead, nickel and zinc by EPA Method 6010.
- Chlorinated hydrocarbons by EPA Method 8260B
- PCBs, PCPs, PAHs, and Creosote by EPA Method 8270.

2.4 Waste Disposal

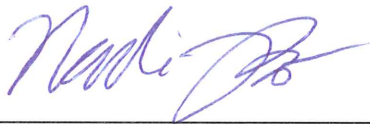
Soil cuttings and wastewater generated during drilling activities will be placed in Department of Transportation (DOT) approved 55-gallon drums, sealed, and labeled in accordance with the corresponding DOT protocols for non-hazardous waste. The drums will be temporarily stored on site, pending receipt of analytical results. Upon receipt of the analytical results and waste characterization, Antea Group's waste management contractor Belshire Environmental Services, Inc. will transport the waste for disposal at an approved facility.

3.0 REPORTING

Upon approval of this work plan, approximately 30 days will be required to schedule a licensed driller and complete permitting activities. Antea Group estimates that data collection for this investigation will be complete within one week of the start of field activities. Upon receipt of analytical data, Antea Group will develop a report summarizing field activities and soil and groundwater analytical results. The report will include updated site plans and further recommendations.

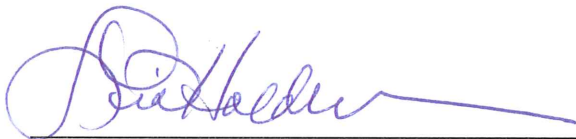
4.0 REMARKS

The recommendations contained in this work plan represent Antea USA, Inc.'s professional opinions based upon the currently available information and are arrived at in accordance with currently accepted professional standards. This document is based upon a specific scope of work requested by the client. For any reports cited that were not generated by Delta or Antea Group, the data from those reports is used "as is" and is assumed to be accurate. Antea Group does not guarantee the accuracy of this data for the referenced work performed nor the inferences or conclusions stated in these reports. The contract between Antea USA, Inc. and its client outlines the scope of work, and only those tasks specifically authorized by that contract or outlined in this work plan will be performed. This document is intended only for the use of Antea USA, Inc.'s client and anyone else specifically identified in writing by Antea USA, Inc. as a user of this work plan. Antea USA, Inc. will not and cannot be liable for unauthorized reliance by any other third party. Other than as contained in this paragraph, Antea USA, Inc. makes no express or implied warranty as to the contents of this document.

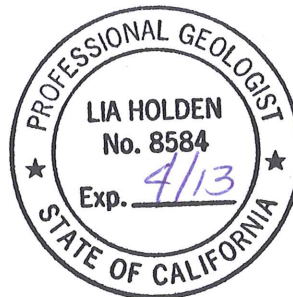


Nadine Periat
Project Manager
Antea Group

Reviewed by:



Lia Holden, P.G. #8584
Senior Project Manager
Antea Group



*Site Assessment Work Plan
Former General Transportation Facility
3211 Wood Street, Oakland, CA
Antea Group Project No. NA70LINOAK*



Cc: **David and Wendy Lin**
5 Pine Tree Lane
Orinda, California, 94563

Henrietta Larson
c/o Mark Cederborg Esq.
1300 Clay Street, Suite 500
Oakland, California, 94612

Jonathan Lin
Property Manager, LIMEX
Jonathan.limex@gmail.com

REFERENCES CITED

Graymer, R.W. Graymer, D.L. Jones, and E.E. Brabb, 1996, *Preliminary Geologic Map Emphasizing Bedrock Formations in Alameda County, California: A Digital Database*, US Geological Survey, Open-File Report 96-252, 1996.

Department of Water Resources, 2003, *Bulletin 118*, 2003 Update

Department of Water Resources, 2004, *Bulletin 118, San Francisco Bay Hydraulic Region, Santa Clara Valley Groundwater Basin, East Bay Plain Subbasin*, 2004 Update

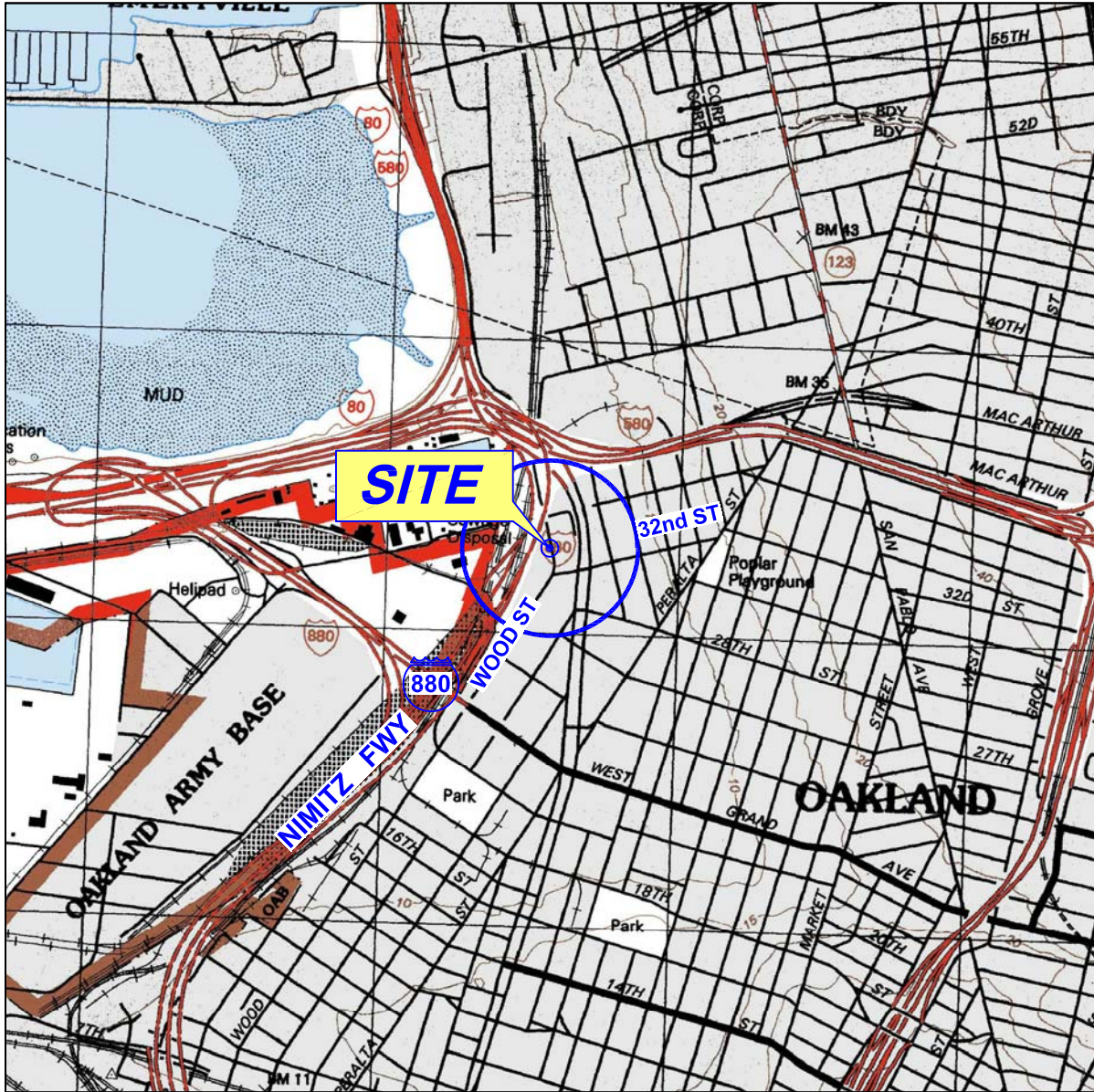
Eisenberg, Olivieri and Associates, 1992, *Report of UST Closure Activities*, 3211 Wood Street, Oakland, California, June 1992.

TRC, 1995, *Preliminary Endangerment Assessment*, General Transportation, 3211 Wood Street, Oakland, California, June 1995.

R.W. Graymer, B.C. Moring, G.J. Saucedo, C.M. Wentworth, E.E. Brabb, and K.L. Knudsen, 2006, *Geologic Map of the San Francisco Bay Region*, US Geological Survey, Department of the Interior, 2006.

Figures

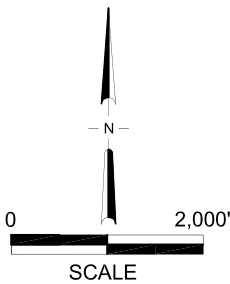
- Figure 1 Site Location Map
- Figure 2 Site Map with Historical Facility and Soil Sample Locations
- Figure 3 Site Map with Proposed Boring Locations



GENERAL NOTES:
OAKLAND WEST, CA. QUADRANGLE



SITE LOCATION

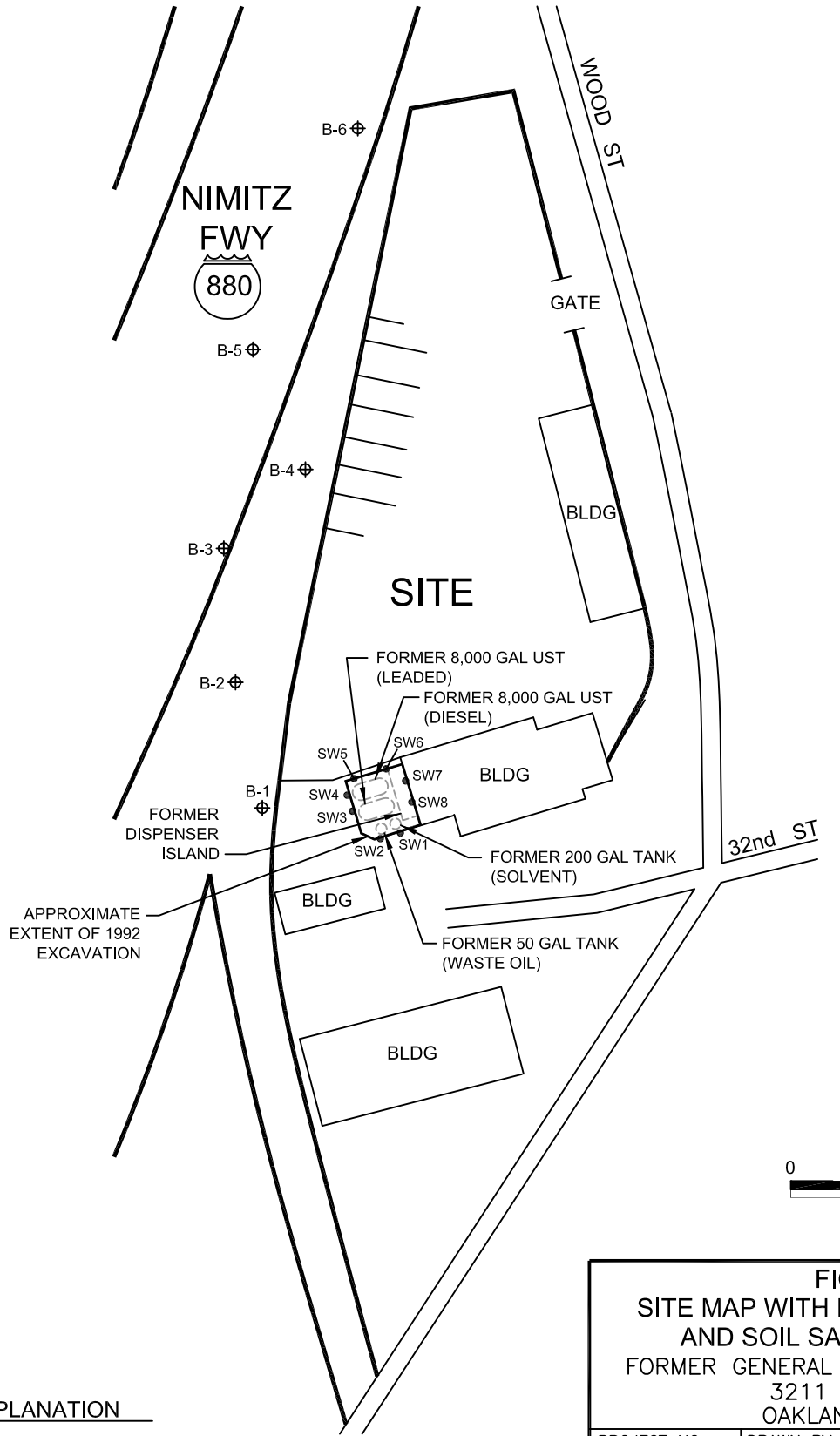


**FIGURE 1
SITE LOCATION MAP**

FORMER GENERAL TRANSPORTATION FACILITY
3211 WOOD STREET
OAKLAND, CALIFORNIA

PROJECT NO. NA7OLINOAK	DRAWN BY K. MARTIN
FILE NO. GT-SLM	PREPARED BY N. PERIAT
DATE 14 OCT 11	REV. 0
	REVIEWED BY



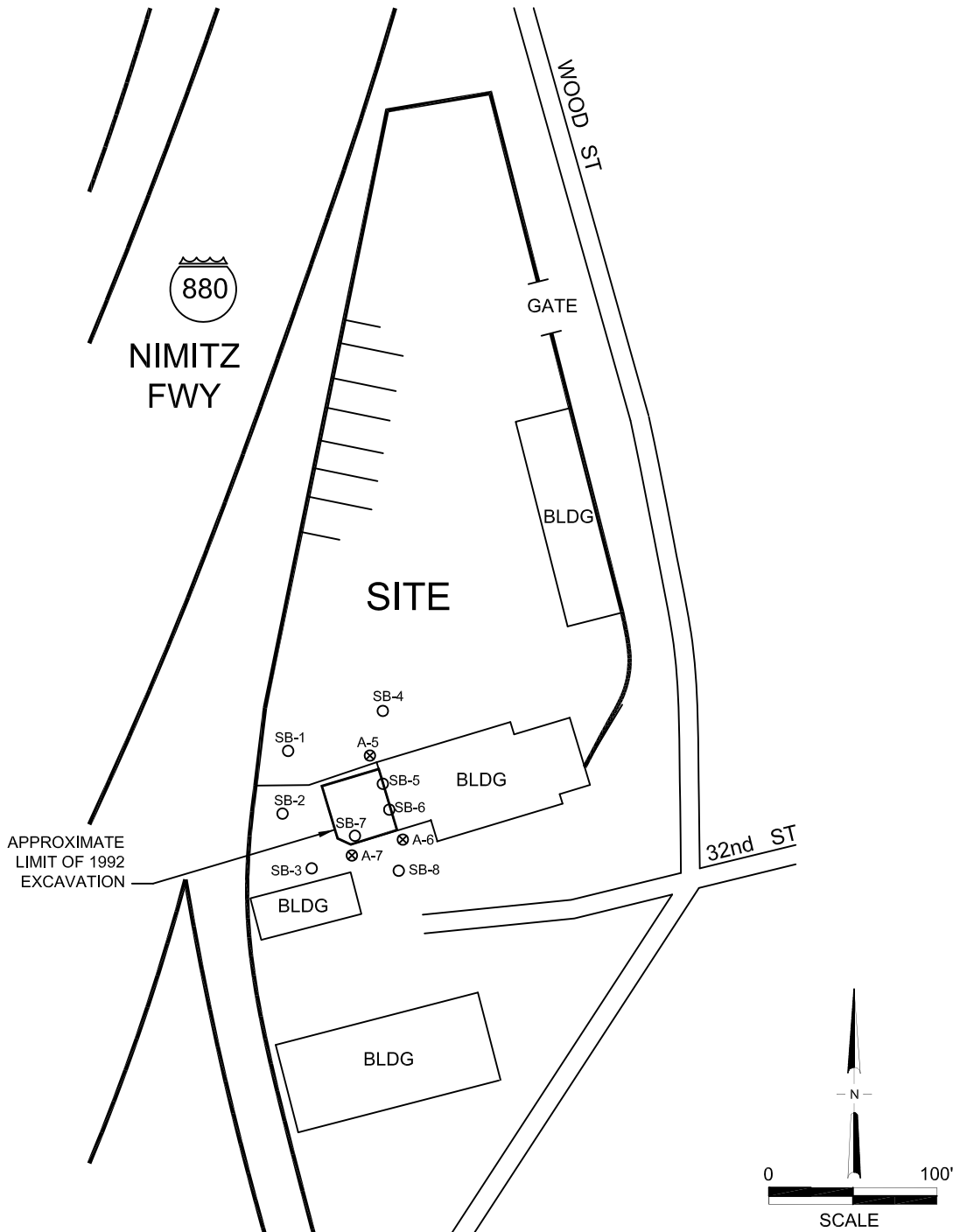


EXPLANATION

- SW8 • EXCAVATION SIDEWALL SOIL SAMPLE LOCATION (1992)
- B-6 ⊕ HISTORIC BORING LOCATION

FIGURE 2
SITE MAP WITH HISTORICAL FACILITY
AND SOIL SAMPLE LOCATIONS
FORMER GENERAL TRANSPORTATION FACILITY
3211 WOOD STREET
OAKLAND, CALIFORNIA


PROJECT NO. NA70LINOAK	DRAWN BY K. MARTIN	
FILE NO. GT-1	PREPARED BY N. PERIAT	
DATE 14 OCT 11	REV. 0 LAYER SITMAP	



EXPLANATION

- SB-1 O PROPOSED SOIL BORING LOCATION
- A-3 ⊗ PROPOSED ALTERNATE SOIL BORING LOCATION

FIGURE 3
SITE MAP WITH PROPOSED BORING
LOCATIONS
 FORMER GENERAL TRANSPORTATION FACILITY
 3211 WOOD STREET
 OAKLAND, CALIFORNIA

PROJECT NO. NA7OLINOAK	DRAWN BY K. MARTIN	 antea ™group
FILE NO. GT-1	PREPARED BY N. PERIAT	
DATE 14 OCT 11	REV. 0 LAYER SITMAP	

*Site Assessment Work Plan
Former General Transportation Facility
3211 Wood Street, Oakland, CA
Antea Group Project No. NA70LINOAK*



Appendix A

Alameda County Environmental Health Directive Letter



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

July 22, 2011

David D. and Wendy Lin
5 Pine Tree Lane
Orinda, CA 94563

Henrietta Larson
c/o Mark Cederborg Esq.
1300 Clay St., Suite 500
Oakland, CA 94612

Subject: Fuel Leak Case No. RO0000338 and Geotracker Global ID T0600100635, General Transportation, 3211 Wood Street, Oakland, CA 94608

Dear Mr. and Mrs. Lin and Ms. Larson:

I am the new case worker at Alameda County Environmental Health (ACEH) and have reviewed the referenced case file, including the June 1992 *Report of UST Closure Activities, 3211 Wood Street Oakland, California* prepared by Eisenberg, Olivieri and Associates (EOA Inc.). The report indicates that on May 13, 1992 four underground storage tanks were removed from the site (two 8,000-gallon, one each for diesel and leaded gasoline, and two 500-gallon, one each for waste oil and solvent). Large holes and separated seams were reported for the solvent tank. Visibly impacted soil was left in one sidewall adjacent to a structure. Contaminant levels remaining in the soil were reported up to 26,000 milligrams per kilogram (mg/kg) total petroleum hydrocarbons (TPH) as diesel (d), 5,100 mg/kg, TPH gasoline (g), 1,400 mg/kg benzene, and 29 micrograms per kilogram (ug/kg) acetone. A total of 180 cubic yards of soil were removed from the tank pit. Groundwater in the tank exaction was documented to contain 12,000 micrograms per liter (ug/L) of TPHd 190 ug/L TPHg and acetone at 30 ug/L. A thin film of product was observed on the tank pit groundwater. Lead, nickel and zinc were detected in the excavation water at 23.6, 80.5, and 61.3 ug/L, respectively.

In 1994 Caltrans purchased a portion of the property for the Interstate 880 Cypress Replacement Project. The Caltrans purchase, a strip along the western property margin, did not include the former USTs locations. Caltrans performed investigation and mitigation of their site under the regulatory oversight of Department of Toxic Substances Control. As the former USTs were outside of the Caltrans purchase, Caltrans work did not address the tank area at your site.

Due to the detection of contamination at your site a soil and groundwater investigation is necessary to progress toward case closure.

Therefore, we request that you address the following technical comments and submit the reports requested listed below.

TECHNICAL COMMENTS

Henrietta Larson
David D. and Wendy Lin
RO0000338
July 22, 2011, Page 2

1. **Soil and Groundwater Investigation**—Please investigate the extent of the soil and groundwater contamination at your site. This type of investigation usually involves driving one or more soil borings and collecting soil and groundwater samples for chemical analysis. Please submit a plan for this work by the by the date identified below.
2. **Request for Information**— ACEH's case file for the subject site contains only the electronic files listed on our website at <http://www.acgov.org/aceh/lop/ust.htm>. You are requested to submit copies of all other reports, data, correspondence, etc. related to environmental investigations for this property (including Phase I reports) not currently contained in our case file.

TECHNICAL REPORT REQUEST

- **September 22, 2011**—Request for Information (reports, data, etc.)
- **October 22, 2011**—Soil and Groundwater Investigation Work Plan

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. Please note that ACEH respects your privacy. Your email address will remain confidential and will not be provided to any third party.

Thank you for your cooperation. Should you have any questions regarding this correspondence or your case, please call me at (510) 567-6764 or send an electronic mail message at keith.nowell@acgov.org.

Sincerely,

Keith Nowell, PG, CHG
Hazardous Materials Specialist

Enclosure: Responsible Party(ies) Legal Requirements/Obligations
ACEH Electronic Report Upload (ftp) Instructions

cc: Leroy Griffin, Oakland Fire Department, 250 Frank H. Ogawa Plaza, Ste. 3341, Oakland, CA
94612-2032 (Sent via E-mail to: lgriffin@oaklandnet.com)
Jonathan Lin (Sent via Email to: Johnathan.limex@gmail.com)
Donna Drogos, ACEH (Sent via E-mail to: donna.drogos@acgov.org)
Keith Nowell, ACEH (Sent via E-mail to keith.nowell@acgov.org)
GeoTracker
File

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.

Attachment 1

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.