

ALAMEDA COUNTY
HEALTH CARE SERVICES
AGENCY
ALEX BRISCOE, Agency Director



ENVIRONMENTAL HEALTH DEPARTMENT
ENVIRONMENTAL PROTECTION
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-8577
(510) 567-6700
FAX (510) 337-9335

April 2, 2015

Chevron Corporation
6001 Bollinger Canyon Road
San Ramon, CA 94583

Roslyn M. Danforth
c/o: Rocklin Industries
11120 Queensland St., Apt H51
Los Angeles, CA 90034-5236

City of Oakland
c/o: Mark Johannes Arniola
Department of Public Works
250 Frank H. Ogawa Plaza, Suite 5301
Oakland, CA 94612

Linda Hothem Trust
c/o: Linda Hothem
104 Caledonia Street, #C
Sausalito, CA 94965-1952

Subject: Notice of Responsibility, Fuel Leak Case RO0000379 and GeoTracker Global ID
T0600101442, City of Oakland, 670 98th Avenue, Oakland, CA 94603

Dear Responsible Parties:

In a Notice of Requirement to Reimburse dated October 6, 1992, the City of Oakland (c/o: Julie Carver) was notified that the above referenced site had been placed in the Local Oversight Program. In a Notice of Responsibility (NOR) dated July 18, 2008, Linda Hothem Trust (c/o: Linda Hothem) and the City of Oakland (c/o: Mark Gomez) were notified that the above referenced site had been placed in the Local Oversight Program and that the City of Oakland and the Linda Hothem Trust had been named as Responsible Parties for the fuel leak case. Roslyn M. Danforth purchased the property in March 1969. Union Oil Company of California, now a wholly-owned subsidiary of Chevron Corporation, leased the property from 1966 to 1985 and operated and owned underground storage tanks at the subject site. Roslyn M. Danforth and Chevron Corporation have been named as additional Responsible Parties for the fuel leak case in the attached updated NOR as defined under 23 C.C.R Sec. 2720. Please see Attachment A – Responsible Parties Data Sheet, which identifies all Responsible Parties and provides background on the unauthorized release and Responsible Party Identification.

Should you have any questions, please contact me at (510) 567-6708 or send me an e-mail message at karel.detterman@acgov.org.

Sincerely,

A handwritten signature in cursive script that reads "Karel Detterman".

Karel Detterman, P.G.
Hazardous Materials Specialist

NOR - Responsible Parties

RO0000379

April 2, 2015 Page 2

Enclosures: Attachment A – Responsible Parties Data Sheet
Attachment 1 – Responsible Party (ies) Legal Requirements / Obligations
ACEH Cleanup Oversight Programs Electronic Report upload (ftp) Instructions

cc: Dilan Roe, ACEH (sent via electronic mail to: dilan.roe@acgov.org)
Karel Detterman, ACEH (sent via electronic mail to: karel.detterman@acgov.org)
Cindy Davis, SWRCB, (sent via electronic mail to: cindy.davis@waterboards.ca.gov)
Case Electronic File, GeoTracker

ALAMEDA COUNTY
HEALTH CARE SERVICES



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AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

April 2, 2015

NOTICE OF RESPONSIBILITY

Site Name & Address:

**CITY OF OAKLAND / UNION 76
670 98TH AVE
Oakland, CA 94603**

**Local ID: RO0000379
Related ID: 3686
RWQCB ID: 01-1567
Global ID: T0600101442**

Responsible Party:

**LINDA HOTHEM
LINDA HOTHEM TRUST
104 CALEDONIA ST #C
SAUSALITO CA 94965**

Date First Reported: 2/27/1989
**Substance: 8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
12034 Diesel fuel oil & additives, Nos. 1-D, 2-D, 2-4
12035 Waste Oil/Used Oil**
Funding for Oversight: LOPS - LOP State Fund
Multiple RPs?: Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified LINDA HOTHEM TRUST as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

Date: 04/02/15

RONALD BROWDER, Acting Director
Contract Project Director

Action: Update
Reason: ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File

ALAMEDA COUNTY
HEALTH CARE SERVICES



ENVIRONMENTAL HEALTH DEPARTMENT
OFFICE OF THE DIRECTOR
1131 HARBOR BAY PARKWAY
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(510) 567-6700
FAX (510) 337-9335

AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

April 2, 2015

NOTICE OF RESPONSIBILITY

Site Name & Address:

**CITY OF OAKLAND / UNION 76
670 98TH AVE
Oakland, CA 94603**

**Local ID: R00000379
Related ID: 3686
RWQCB ID: 01-1567
Global ID: T0600101442**

Responsible Party:

**CITY OF OAKLAND
C/O MARK JOHANNES ARNIOLA
250 FRANK OGAWA PLAZA STE #5301
OAKLAND CA 94612-2034**

Date First Reported: 2/27/1989
**Substance: 8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
12034 Diesel fuel oil & additives, Nos. 1-D, 2-D, 2-4
12035 Waste Oil/Used Oil**
Funding for Oversight: LOPS - LOP State Fund
Multiple RPs?: Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified CITY OF OAKLAND as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.


RONALD BROWDER, Acting Director
Contract Project Director

Date:

04-02-15

Action: Update
Reason: ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File

ALAMEDA COUNTY
HEALTH CARE SERVICES



ENVIRONMENTAL HEALTH DEPARTMENT
OFFICE OF THE DIRECTOR
1131 HARBOR BAY PARKWAY
ALAMEDA, CA 94502-6577
(510) 567-6700
FAX (510) 337-9335

AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #: 7009 2820 0001 4359 8334

April 2, 2015

NOTICE OF RESPONSIBILITY

Site Name & Address:

**CITY OF OAKLAND / UNION 76
670 98TH AVE
Oakland, CA 94603**

**Local ID: RO0000379
Related ID: 3686
RWQCB ID: 01-1567
Global ID: T0600101442**

Responsible Party:

**CHEVRON CORPORATION
6001 BOLLINGER CANYON ROAD
SAN RAMON CA 94583**

Date First Reported: 2/27/1989
**Substance: 8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
12034 Diesel fuel oil & additives, Nos. 1-D, 2-D, 2-4
12035 Waste Oil/Used Oil**
Funding for Oversight: LOPS - LOP State Fund
Multiple RPs?: Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified CHEVRON CORPORATION as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.


RONALD BROWDER, Acting Director
Contract Project Director

Date:

04-09-15

Action: Update
Reason: ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File

ALAMEDA COUNTY
HEALTH CARE SERVICES



ENVIRONMENTAL HEALTH DEPARTMENT
OFFICE OF THE DIRECTOR
1131 HARBOR BAY PARKWAY
ALAMEDA, CA 94502-6577
(510) 567-6700
FAX (510) 337-9335

AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #: 7009 2820 0001 4359 8341.

April 2, 2015

NOTICE OF RESPONSIBILITY

Site Name & Address:

**CITY OF OAKLAND / UNION 76
670 98TH AVE
Oakland, CA 94603**

**Local ID: RO0000379
Related ID: 3686
RWQCB ID: 01-1567
Global ID: T0600101442**

Responsible Party:

**ROSLYN M. DANFORTH
C/O: ROCKLIN INDUSTRIES
11120 QUEENSLAND STREET, APT. H51
LOS ANGELES CA 90034**

Date First Reported: 2/27/1989
**Substance: 8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
12034 Diesel fuel oil & additives, Nos. 1-D, 2-D, 2-4
12035 Waste Oil/Used Oil**
Funding for Oversight: LOPS - LOP State Fund
Multiple RPs?: Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified ROSLYN M. DANFORTH as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

 Date: 04-04-15

RONALD BROWDER, Acting Director
Contract Project Director

Action: Update
Reason: ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File

ALAMEDA COUNTY ENVIRONMENTAL HEALTH
LUFT LOCAL OVERSIGHT PROGRAM

ATTACHMENT A - RESPONSIBLE PARTIES DATA SHEET

April 2, 2015

Site Name & Address:

CITY OF OAKLAND / UNION 76
670 98TH AVE
Oakland, CA 94603

Local ID: RO0000379
Related ID: 3686
RWQCB ID: 01-1567
Global ID: T0600101442

All Responsible Parties

RP has been named a Primary RP – LINDA HOTHEM TRUST

C/O: LINDA HOTHEM

104 CALEDONIA ST SUITE C | SAUSALITO, CA 94965 | No Phone Number Listed

RP has been named a Primary RP – CITY OF OAKLAND

C/O: MARK JOHANNES ARNIOLA

250 FRANK OGAWA PLAZA STE SUITE 5301 | OAKLAND, CA 94612-2034 | Phone (510) 238-7371

RP has been named a Primary RP – ROSLYN M. DANFORTH

C/O: ROCKLIN INDUSTRIES

11120 QUEENSLAND STREET, APT. H51 | LOS ANGELES, CA 90034 | No Phone Number Listed

RP has been named a Primary RP - CHEVRON CORPORATION

6001 BOLLINGER CANYON ROAD | SAN RAMON, CA 94583 | No Phone Number Listed

Responsible Party Identification Background

Alameda County Environmental Health (ACEH) names a "Responsible Party," as defined under 23 C.C.R Sec. 2720. Section 2720 defines a responsible party 4 ways. An RP can be:

1. "Any person who owns or operates an underground storage tank used for the storage of any hazardous substance."
2. "In the case of any underground storage tank no longer in use, any person who owned or operated the underground storage tank immediately before the discontinuation of its use."
3. "Any owner of property where an unauthorized release of a hazardous substance from an underground storage tank has occurred."
4. "Any person who had or has control over an underground storage tank at the time of or following an unauthorized release of a hazardous substance."

ATTACHMENT A - RESPONSIBLE PARTIES DATA SHEET (Continued)

April 2, 2015

Responsible Party Identification

Existence of Unauthorized Release

In 1989, during the widening of 98th Avenue, workers encountered contamination while excavating a water line trench at the site. Soil samples collected from the trench were found to contain up to 350 mg/kg TPH. These soil concentrations indicate that an unauthorized release has occurred at the subject site.

Responsible Party Identification

Roslyn M. Danforth was the property owner of the subject property when Union Oil Company of California leased the property from Roslyn M. Danforth from March 2, 1966 through April 30, 1985. Roslyn M. Danforth is a responsible party because she owned the property where an unauthorized release of a hazardous substance from an underground storage tank has occurred (Definition 3).

The Union Oil Company of California leased the property from Roslyn Danforth from March 2, 1966 through April 30, 1985. The Union Oil Company of California became a wholly owned subsidiary of the Chevron Corporation (Chevron) after its merger with Chevron in 2005. Chevron, as a successor to the Union Oil Company of California, is a responsible party because they owned or operated the underground storage tanks used for the storage of any hazardous substance (Definition 1), and in the case of any underground storage tanks no longer in use, they owned or operated the underground storage tanks immediately before the discontinuation of their use (Definition 2).

Roslyn M. Danforth in care of Rocklin Industries purchased or acquired the property on March 1, 1969. Roslyn M. Danforth in care of Rocklin Industries is a responsible party because they owned the property where an unauthorized release of a hazardous substance from an underground storage tank occurred (Definition 3).

The City of Oakland purchased or acquired the property on May 16, 1985. The City of Oakland is a responsible party because they owned the property where an unauthorized release of a hazardous substance from an underground storage tank occurred (Definition 3).

Linda Hothem Trust purchased or acquired the property on March 26, 2004. The Linda Hothem Trust is a responsible party because the Trust owns the property where an unauthorized release of a hazardous substance occurred (Definition 3).

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: May 15, 2014
	ISSUE DATE: July 5, 2005
	PREVIOUS REVISIONS: October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010, July 25, 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.