UNITED STATES POSTAL SERVICE

May 16, 2014

Mr. Jerry Wickham Senior Hazardous Materials Specialist Alameda County Environmental Health Services Local Oversight Program 1131 Harbor Bay Parkway Alameda, California 94502

Re: Oakland Vehicle Maintenance Facility, 1675 7<sup>th</sup> Street, Oakland, CA Perjury Statement

Dear Mr. Wickham:

I declare, under the penalty of perjury, that to the best of my knowledge the information and recommendations as represented to me in the attached Well Decommissioning Report are true and correct.

Sincerely:

Emmy Andrews Facilities Environmental Specialist

Attachments

Cc: Gary Gunderson, TRC



10680 White Rock Road Suite 100 Rancho Cordova, CA 95670

916.366.0632 PHONE 916.366.1501 FAX

www.TRCsolutions.com

May 16, 2014 TRC Project 180497.3

Mr. Jerry Wickham Senior Hazardous Materials Specialist **ALAMEDA COUNTY ENVIRONMENTAL HEALTH SERVICES** Local Oversight Program 1131 Harbor Bay Parkway Alameda, California 94502-6540 RE: WELL DECOMMISSIONING REPORT USPS OAKLAND VMF 1675 7<sup>TH</sup> STREET OAKLAND, CALIFORNIA

Dear Mr. Wickham,

We are pleased to present this letter summarizing the results of well destruction activities performed at the United States Postal Service's (USPS) Oakland Vehicle Maintenance Facility (VMF) at 1675 7<sup>th</sup> Street in Oakland, California (Site).

The property was occupied by residences until the mid-1960s when the USPS General Mail Facility and the nearby West Oakland BART station were constructed. The USPS VMF currently operates a fueling facility served by three 12,000-gallon-diesel underground storage tanks (USTs) and one 1,000-gallon waste-oil aboveground storage tank (AST).

From 1991 through 1992, several USTs were removed from the Site by Geo/Resource Consultants (GRC). Strong hydrocarbon odors and visible contamination were present within the UST pit excavations, and a small hole in the bottom of the gasoline UST was identified during removal. Sampling and analysis of the soil and groundwater from below the USTs and product piping was performed concurrently with soil excavation activities. Soil analytical results from these areas indicated the presence of elevated concentrations of total petroleum hydrocarbons as diesel (TPH-d), gasoline (TPH-g), and benzene, toluene, ethylbenzene, and xylenes. Groundwater was encountered at the base of the 1992 UST excavation at 12 feet below ground surface (fbgs). Groundwater collected from the 1992 UST excavation contained elevated concentrations of TPH-d (72,000 micrograms per liter [ $\mu$ g/L]), benzene (3.8  $\mu$ g/L), and xylenes (12  $\mu$ g/L).

Based on these sample results, the Alameda County Department of Environmental Health (ACEH) requested further evaluation of soil and groundwater contamination. Subsequent investigations and a groundwater monitoring program were then implemented at the Site. Monitoring wells MW-1 through MW-5 were installed by Harding Lawson Associates (HLA) in 1993. In 1995, well MW-5 was abandoned by HLA with approval of the Alameda County Environmental Health (ACEH) since no contaminants had been detected in this well during the first year of quarterly sampling.

Three hydraulic lifts were removed from inside the VMF building in 1999. Well MW-6 was installed in 2002 by Professional Service Industries (PSI), downgradient of the fuel island.

Wells MW-1 through MW-5 were constructed using a 10-inch hollow-stem auger (HSA) drilling method and 4-inch-diameter, schedule 40 polyvinyl chloride (PVC) well casing material. Well MW-6 was constructed using an 8-inch HSA drilling method and 2-inch diameter schedule 40 PVC well casing material. Wells MW-1 through MW-6 were constructed to depths of 20 fbgs; the 0.020-inch perforated screen intervals within the wells were placed from 5 to 20 fbgs with a #3-sand filter-pack material placed between the casing and the silty sand in the aquifer.

Site data indicate that subsurface conditions meet the General Criteria and Media-Specific Criteria of the Low-Threat Underground Storage Tank Case Closure Policy, indicating that case closure was warranted. The USPS requested case closure for the Site (Regional Water Quality Control Board Case No. 01-0487; ACEH Case No. RO0000016) in the *Closure Request, USPS Oakland Vehicle Maintenance Facility, 1675 7<sup>th</sup> Street, Oakland, California,* report dated September 24, 2013. The Site was granted closure after no objections to case closure were received by ACEH during a public comment period conducted between November 19, 2013 and January 21, 2014. On January 22, 2014, the ACEH submitted a conditional closure letter to the USPS, requesting well decommissioning as the final closure requirement for the Site.

The remaining wells at the Site (MW-1 through MW-4 and MW-6) were decommissioned in April 2014. Well destruction and decommissioning was performed pursuant to the ACEH order *Well Decommissioning for Fuel Leak Case NO. ROO000016 and Geotracker Global ID T0600100443, USPS, 1675 7<sup>th</sup> Street, Oakland, CA, 94607,* dated January 22, 2014. Well destruction permits were obtained and approved by the Alameda County Public Works Agency (ACPWA) on March 31, 2014 (Permit Numbers: W2014-0286 to W2014-0290). On April 7, 2014, TRC staff directed the destruction of the groundwater monitoring wells. Mr. Steve Miller of the ACPWA observed the work. Cascade Drilling, a C-57 licensed drilling contractor, performed the work using a <sup>3</sup>/<sub>4</sub>-inch PVC tremie-pipe and neat cement (grout). In accordance with ACPWA requirements, grout was applied using a pressure grouting and gravity feed method through a tremie pipe from the bottom of each well to approximate surface-grade elevation, sealing off each well to the aquifer below. Using this well destruction permits and well completion reports are presented in *Attachment A*. Site photos from the well destruction are presented in *Attachment B* and a copy of the January 22, 2014, ACEH order for well decommissioning is presented in *Attachment C*. The well boxes were removed from MW-1 through MW-4, and MW-6, and the surface was completed to match the surrounding conditions.

#### LIMITATIONS

We make no warranty, expressed or implied, except that our services have been performed in accordance with environmental principles generally accepted at this time and locations.



If you have any questions regarding this letter, please call Jacob Zepeda at (925) 260-0427 or Gary Gunderson at (916) 366-0632.

Sincerely,

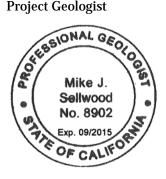
TRC

Jacob Zepeda **Project Geologist** 

Joy E. Gudeson Mike Sellind

Gary E. Gunderson, P.E. Senior Project Manager

Mike Sellwood, P.G. **Project Geologist** 



JPZ:GG:jcm

Attachment A - ACPWA Permits and Well Completion Reports Attachments: Attachment B – Well Decommissioning Photos Attachment C - 2014 ACEH Well Decommissioning Order

copied: United States Postal Service (email) Attn: Anne Wolf

CND/180497 3 USPS Oakland VMF Well Dest Letter to ACEH 051614 Final



### ATTACHMENT A

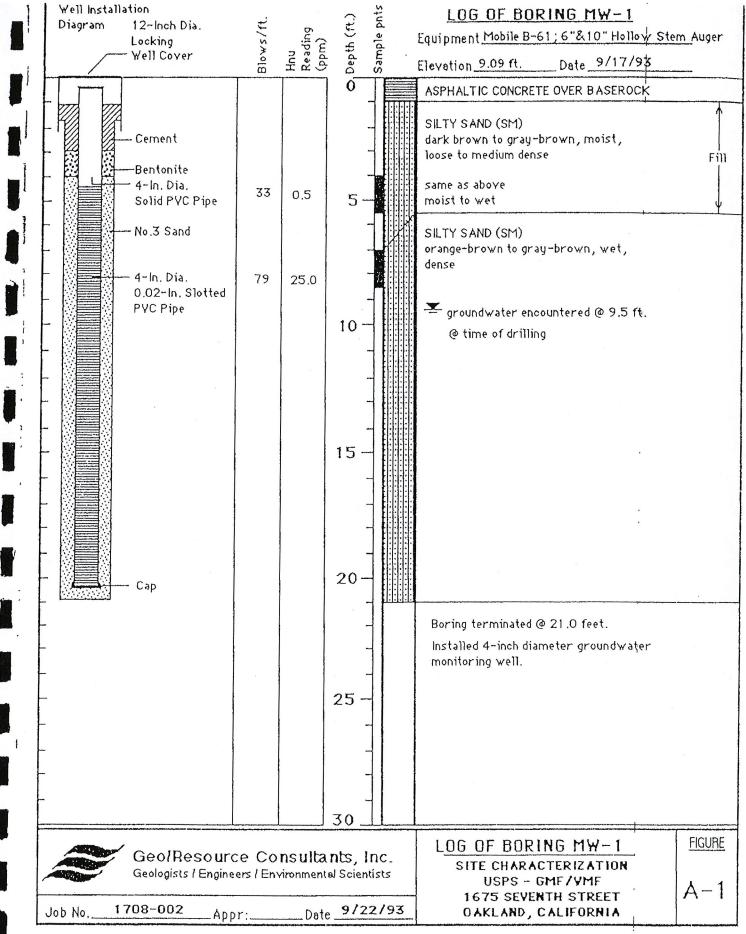
### ACPWA PERMITS AND WELL COMPLETION REPORTS



# CONFIDENTIAL

## STATE OF CALIFORNIA DWR WELL COMPLETION REPORT (WELL LOGS)

# REMOVED



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Public Works Agency -Alameda County-

399 Elmhurst Street Hayward, CA 94544-1395 Telephone: (510)670-6633 Fax:(510)782-1939

Application Approved on: 03/31/2014 By jamesy

Permit Numbers: W2014-0286 to W2014-0290 Permits Valid from 04/07/2014 to 04/07/2014

Application Id: Site Location:	1395946414774 1675 7th Street	City of Project Site:Oakland			
Project Start Date: Assigned Inspector:	Oakland, CA 94607-United States Postal Service (I 04/07/2014 Contact Steve Miller at (510) 670-5517 or stevem@	Completion Date: 04/07/2014			
Applicant:	TRC Solutions - Reed Brandon	<b>Phone:</b> 925-808-1546			
Property Owner:	2300 Clayton Road, Suite 610, Concord, CA 94520 United States Postal Service	) Phone:			
Client:	1675 7th Street, Oakland, CA 94607 Charley Simmons - VMF Supervisor-USPS	<b>Phone:</b> 510-874-8462			
Contact:	1675 7th Street, Oakland, CA 94607 Brandon Reed	Phone: 925-688-2495 Cell: 925-808-1546			

Receipt Number:	Total Due: Total Amount Paid: _ Payment Type: EXMPT	\$1985.00 \$0.00 PAYMENT EXEMPT
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#### Works Requesting Permits:

Specifications

Well Destruction-Monitoring - 5 Wells Driller: Cascade Drilling L.P. - Lic #: 938110 - Method: press

Work Total: \$1985.00

Permit #	Issued Date	Expire Date	Owner Well Id	Hole Diam.	Casing Diam.	Seal Depth	Max. Depth	State Well #	Orig. Permit #	DWR #
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W2014- 0288	03/31/2014	07/06/2014	MW-3	10.00 in.	4.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records
W2014- 0289	03/31/2014	07/06/2014	MW-4	10.00 in.	4.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records
W2014- 0290	03/31/2014	07/06/2014	MW-6	8.00 in.	2.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records

#### **Specific Work Permit Conditions**

1. Drilling Permit(s) can be voided/ cancelled only in writing. It is the applicant's responsibility to notify Alameda County Public Works Agency, Water Resources Section in writing for an extension or to cancel the drilling permit application. No drilling permit application(s) shall be extended beyond ninety (90) days from the original start date. Applicants may not cancel a drilling permit application after the completion date of the permit issued has passed.

2. Prior to any drilling activities, it shall be the applicant's responsibility to contact and coordinate an Underground Service Alert (USA), obtain encroachment permit(s), excavation permit(s) or any other permits or agreements required for that Federal, State, County or City, and follow all City or County Ordinances. No work shall begin until all the permits and requirements have been approved or obtained. It shall also be the applicants responsibilities to provide to the Cities or to Alameda County an Traffic Safety Plan for any lane closures or detours planned. No work shall begin until all the permits and requirements have been approved or obtained.

3. Compliance with the well-sealing specifications shall not exempt the well-sealing contractor from complying with appropriate State reporting-requirements related to well construction or destruction (Sections 13750 through 13755 (Division 7, Chapter 10, Article 3) of the California Water Code). Contractor must complete State DWR Form 188 and mail original to the Alameda County Public Works Agency, Water Resources Section, within 60 days. Include permit number and site map.

4. Permittee shall assume entire responsibility for all activities and uses under this permit and shall indemnify, defend and save the Alameda County Public Works Agency, its officers, agents, and employees free and harmless from any and all expense, cost and liability in connection with or resulting from the exercise of this Permit including, but not limited to, property damage, personal injury and wrongful death.

5. Applicant shall contact Steve Miller for an inspection time at (510) 670-5517 or email to stevem@acpwa.org at least five (5) working days prior to starting, once the permit has been approved. Confirm the scheduled date(s) at least 24 hours prior to drilling.

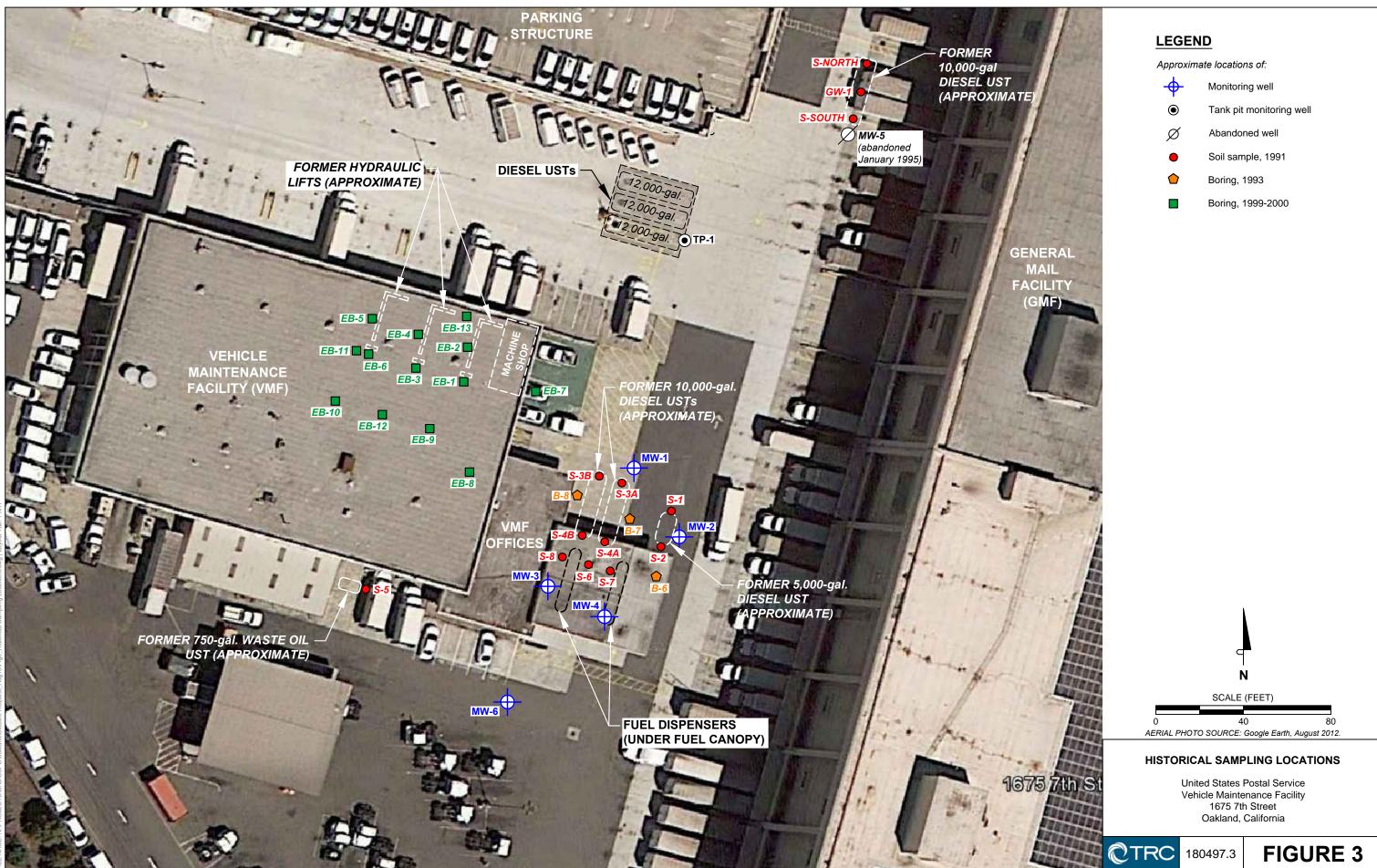
6. Permittee, permittee's contractors, consultants or agents shall be responsible to assure that all material or waters generated during drilling, boring destruction, and/or other activities associated with this Permit will be safely handled, properly managed, and disposed of according to all applicable federal, state, and local statutes regulating such. In no case shall these materials and/or waters be allowed to enter, or potentially enter, on or off-site storm sewers, dry wells, or waterways or be allowed to move off the property where work is being completed.

7. Remove the Christy box or similar structure.

Destroy well by grouting neat cement with a tremie pipe or pressure grouting (25 psi for 5min.) to the bottom of the well and by filling with neat cement to three (3-5) feet below surface grade. Allow the sealing material to spill over the top of the casing to fill any annular space between casing and soil.

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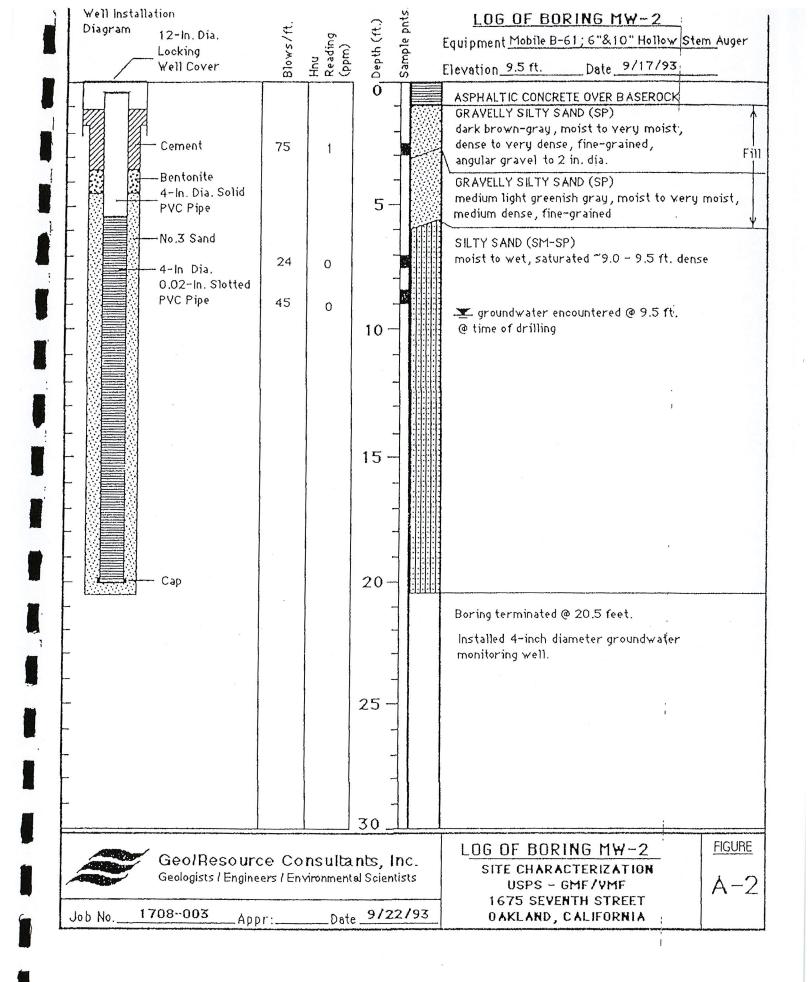


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Public Works Agency

399 Elmhurst Street Hayward, CA 94544-1395 Telephone: (510)670-6633 Fax:(510)782-1939

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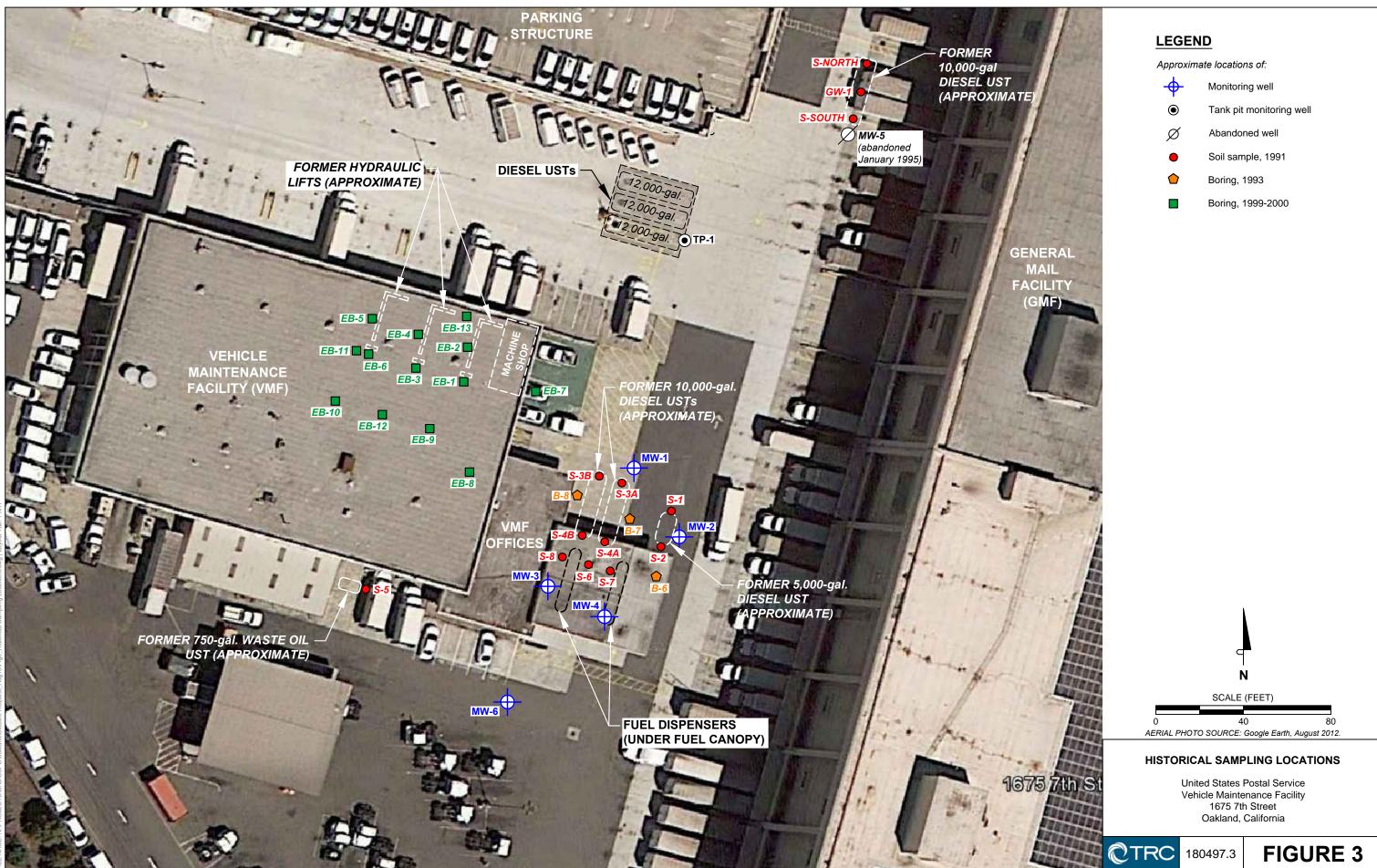
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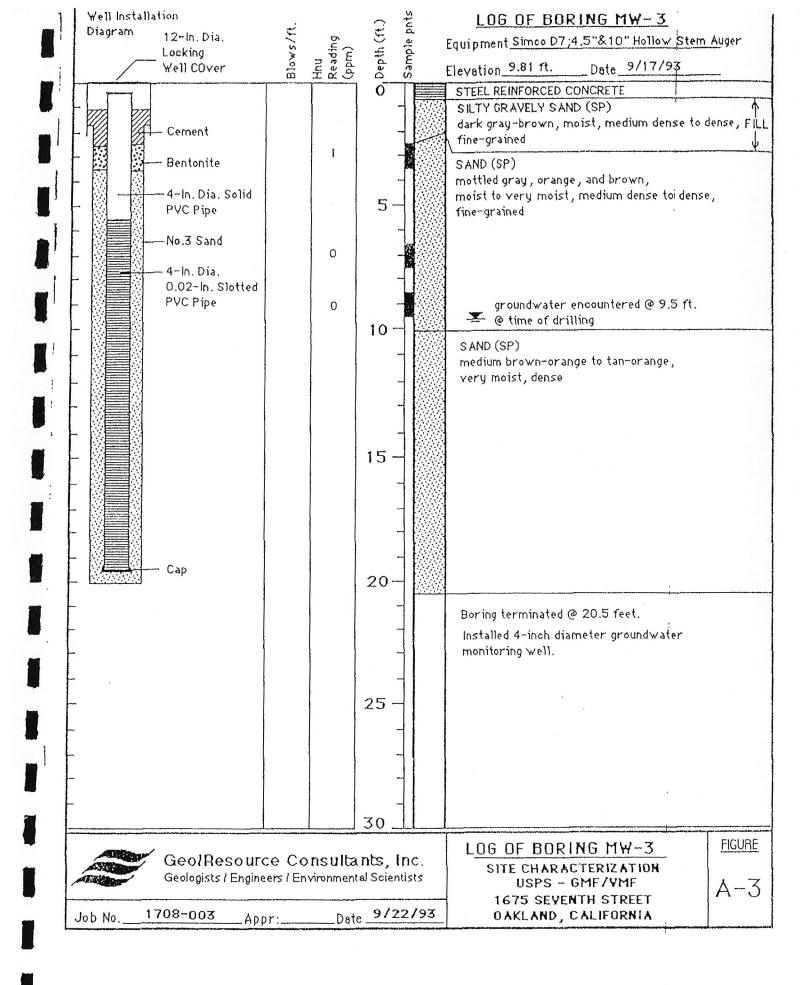


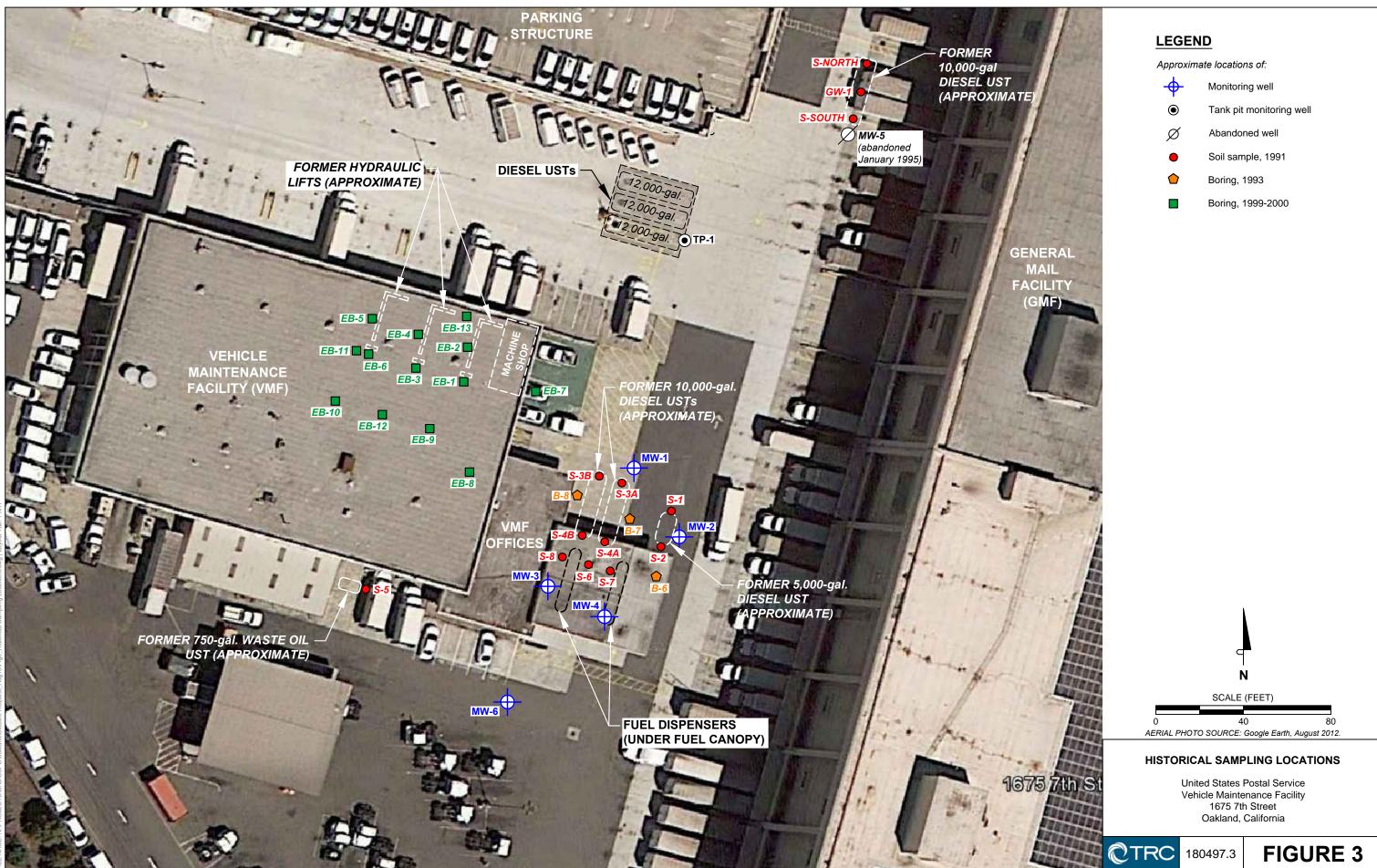
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Public Works Agency -Alameda County

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Application Approved on: 03/31/2014 By jamesy

Permit Numbers: W2014-0286 to W2014-0290 Permits Valid from 04/07/2014 to 04/07/2014 Application Id: 1395946414774 City of Project Site: Oakland Site Location: 1675 7th Street Oakland, CA 94607-United States Postal Service (USPS) Vehicle Maintenance Facility (VMF) Project Start Date: 04/07/2014 Completion Date:04/07/2014 Assigned Inspector: Contact Steve Miller at (510) 670-5517 or stevem@acpwa.org Applicant: TRC Solutions - Reed Brandon Phone: 925-808-1546 2300 Clayton Road, Suite 610, Concord, CA 94520 **Property Owner:** United States Postal Service Phone: --1675 7th Street, Oakland, CA 94607 Client: Charley Simmons - VMF Supervisor-USPS Phone: 510-874-8462 1675 7th Street, Oakland, CA 94607 Contact: Brandon Reed Phone: 925-688-2495 Cell: 925-808-1546

Total Due: \$1985.00 Receipt Number: **Total Amount Paid:** \$0.00 Payment Type: EXMPT PAYMENT EXEMPT

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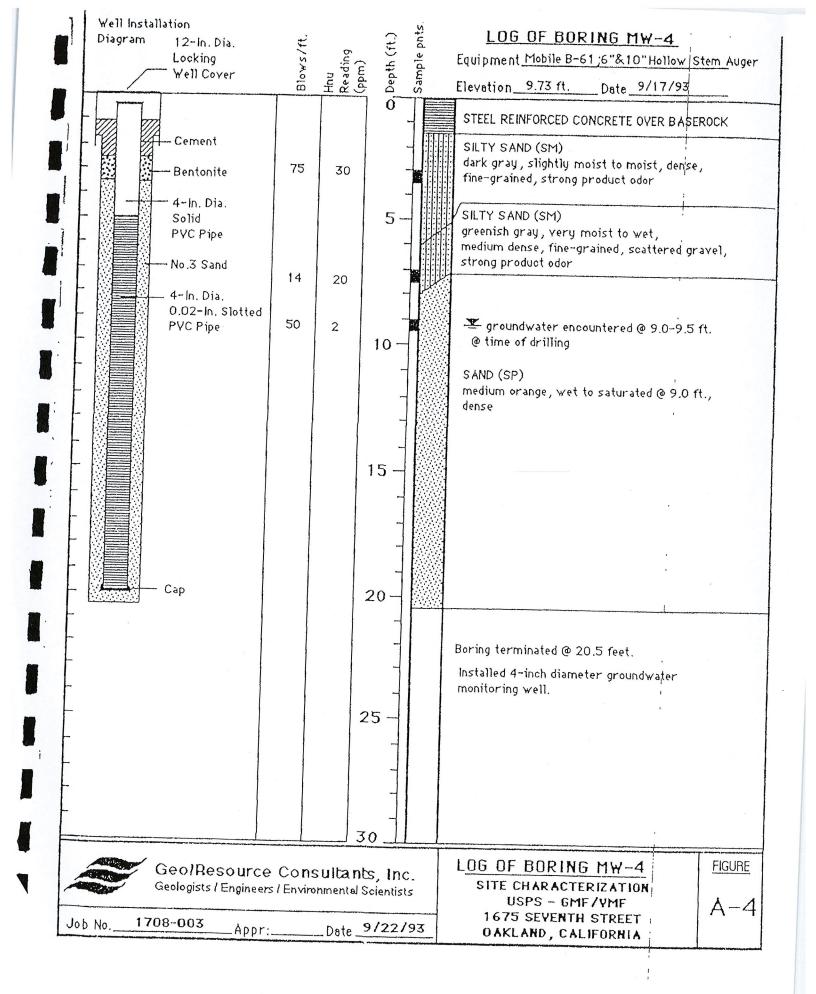
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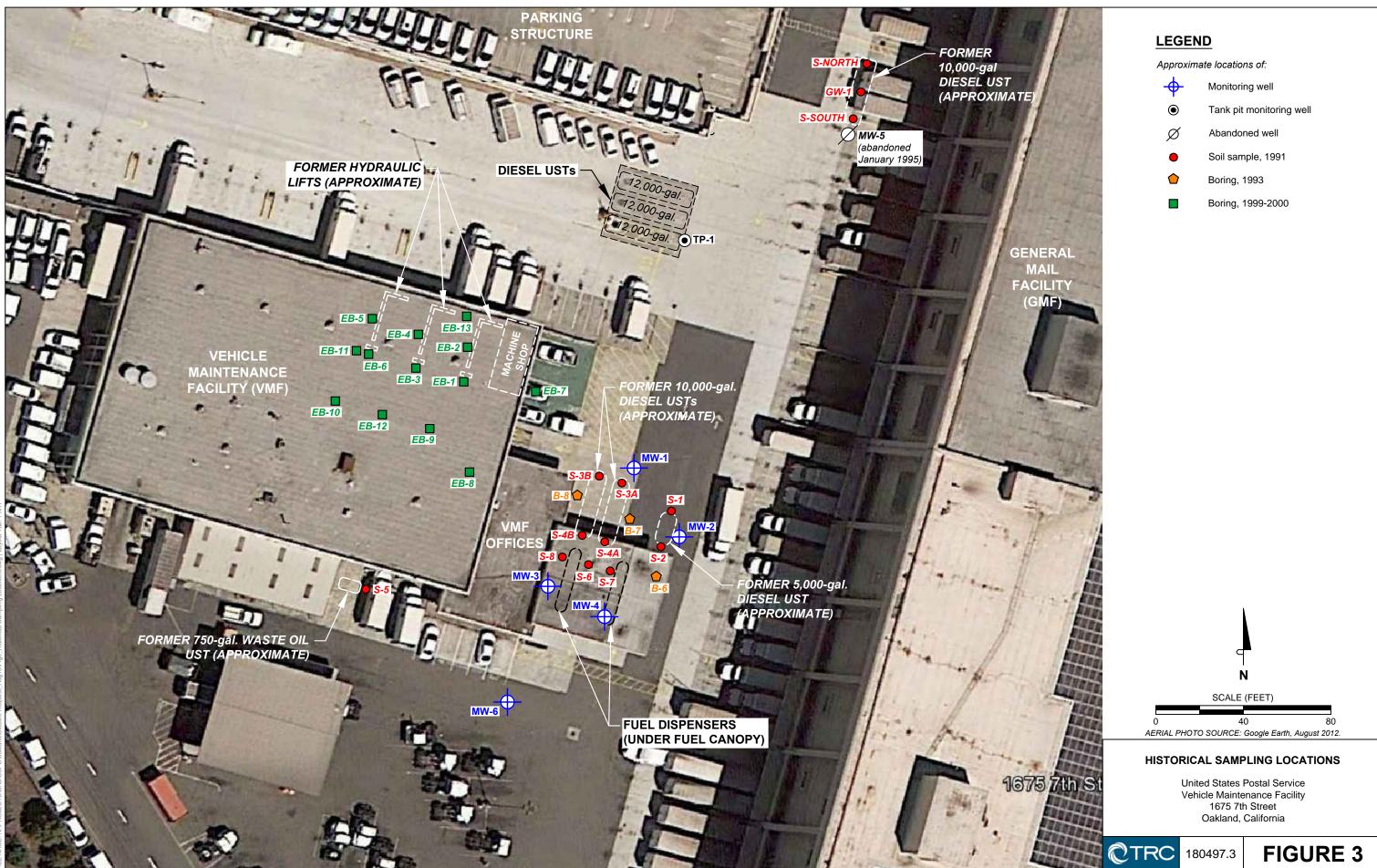
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4. Permittee shall assume entire responsibility for all activities and uses under this permit and shall indemnify, defend and save the Alameda County Public Works Agency, its officers, agents, and employees free and harmless from any and all expense, cost and liability in connection with or resulting from the exercise of this Permit including, but not limited to, property damage, personal injury and wrongful death.

5. Applicant shall contact Steve Miller for an inspection time at (510) 670-5517 or email to stevem@acpwa.org at least five (5) working days prior to starting, once the permit has been approved. Confirm the scheduled date(s) at least 24 hours prior to drilling.

6. Permittee's contractors, consultants or agents shall be responsible to assure that all material or waters generated during drilling, boring destruction, and/or other activities associated with this Permit will be safely handled, properly managed, and disposed of according to all applicable federal, state, and local statutes regulating such. In no case shall these materials and/or waters be allowed to enter, or potentially enter, on or off-site storm sewers, dry wells, or waterways or be allowed to move off the property where work is being completed.

7. Remove the Christy box or similar structure.

Destroy well by grouting neat cement with a tremie pipe or pressure grouting (25 psi for 5min.) to the bottom of the well and by filling with neat cement to three (3-5) feet below surface grade. Allow the sealing material to spill over the top of the casing to fill any annular space between casing and soil.

After the seal has set, backfill the remaining hole with concrete or compacted material to match existing conditions.

8. Copy of approved drilling permit must be on site at all times. Failure to present or show proof of the approved permit application on site shall result in a fine of \$500.00.

# CONFIDENTIAL

## STATE OF CALIFORNIA DWR WELL COMPLETION REPORT (WELL LOGS)

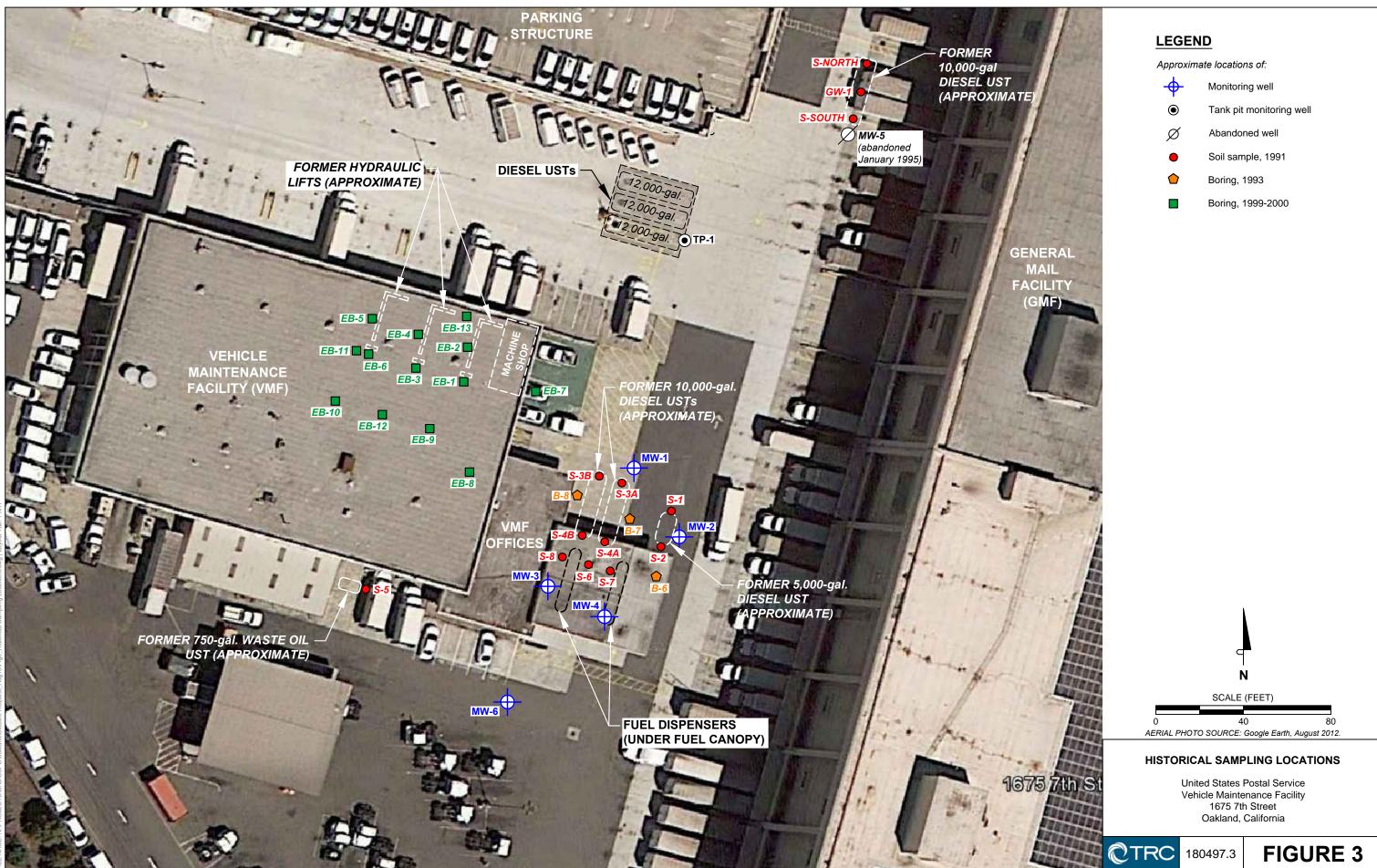
# REMOVED

MONITORING				WELL/BORING NO:- 6	
UNIE: 9/12/02	PROJECT NAME: USPS - OAKCAL	D VMF		PROJECT NO: 575-26007 LAT: LÓNG	
LOCATION PLAN:	SE	C: TWN:	RGE:	LAT: LÔNG <sup>,</sup>	
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	RISER BOX	JOINTS:			
		PIT CASING:		DESCRIBE	
		WELL SOREEN			
1 1		DIAMETER:	2" 4"	6" OTHER	N
	BOREHOLE	SLOT:	0.010 🛛 0.020		
ANNULAR	DIAMETER	DRILLING	SOLID STEM	HOLLOW STEM	ROTA
BACKFILL	B IN.	METHOD:	AIR ROTARY	DIRECT PUSH	AUG
		BIT SIZE	and the second se	6" 🗶 8" 🗌 12" 🗍 OTHER	
2 FT.		DRILLING MUD:	NONE	WATER BENTONITE	
	DIAMETER	CENTRALIZER			· · ·
TOTAL BENTONITE					
WELL GROUT		COMPLETION:	FLUSH MOUNT	STICKUP RISER	BO>
FROM NATIVE SOIL	SCH. 40		OTHER		
		PAD:	() 2'X2' () () 4')	(4' SOTHER 12"-DIA	467
20		CUTTINGS:	DRUMMED	NUMBER OF DRUMS 2	
FT. T	BENTONITE		SPREAD	OTHER	
	MASONRY SAND	DEVELOPMENT			LIFT
/ FT.	D OTHER	METHOD:	SURGE & BLOC		
· · ·		AMOUNT		10 GAL OTHER	MI
FILTER	·····	WATER BEFORE: WATER AFTER:			
PACK	WELL	EVIDENT ODOR:		TURBID OPAQUE CC	LEA
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TYPE		WATER:			THE
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OVER	WELL SUMP	DATE:		FT BELOW T	roc
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<b>+</b>	Monitoring well
۲	Tank pit monitoring well
Ø	Abandoned well
۲	Soil sample, 1991
	Boring, 1993
	Boring, 1999-2000



Public Works Agency

399 Elmhurst Street Hayward, CA 94544-1395 Telephone: (510)670-6633 Fax:(510)782-1939

Application Approved on: 03/31/2014 By jamesy

Permit Numbers: W2014-0286 to W2014-0290 Permits Valid from 04/07/2014 to 04/07/2014

Application Id: Site Location:	1395946414774 1675 7th Street	City of Project Site:Oakland		
Project Start Date: Assigned Inspector:	Oakland, CA 94607-United States Postal Service (U 04/07/2014 Contact Steve Miller at (510) 670-5517 or stevem@a	Completion Date: 04/07/2014		
Applicant:	TRC Solutions - Reed Brandon	<b>Phone:</b> 925-808-1546		
Property Owner:	2300 Clayton Road, Suite 610, Concord, CA 94520 United States Postal Service	Phone:		
Client:	1675 7th Street, Oakland, CA 94607 Charley Simmons - VMF Supervisor-USPS	<b>Phone:</b> 510-874-8462		
Contact:	1675 7th Street, Oakland, CA 94607 Brandon Reed	Phone: 925-688-2495 Cell: 925-808-1546		

Receipt Number:	Total Due: Total Amount Paid:	\$1985.00 \$0.00
	Payment Type: EXMPT	PAYMENT EXEMPT

#### Works Requesting Permits:

Well Destruction-Monitoring - 5 Wells Driller: Cascade Drilling L.P. - Lic #: 938110 - Method: press

#### Work Total: \$1985.00

Specificatio	ns										
Permit #	Issued Date	Expire Date	Owner Well Id	Hole Diam.	Casing Diam.	Seal Depth	Max. Depth		Orig. Permit #	DWR #	
W2014- 0286	03/31/2014	07/06/2014	MW-1	10.00 in.	4.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records	
W2014- 0287	03/31/2014	07/06/2014	MW-2	10.00 in.	4.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records	
W2014- 0288	03/31/2014	07/06/2014	MW-3	10.00 in.	4.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records	
W2014- 0289	03/31/2014	07/06/2014	MW-4	10.00 in.	4.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records	
W2014- 0290	03/31/2014	07/06/2014	MW-6	8.00 in.	2.00 in.	3.00 ft	20.00 ft	No Records	No Records	No Records	

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### ATTACHMENT B

### WELL DECOMMISSIONING PHOTOS

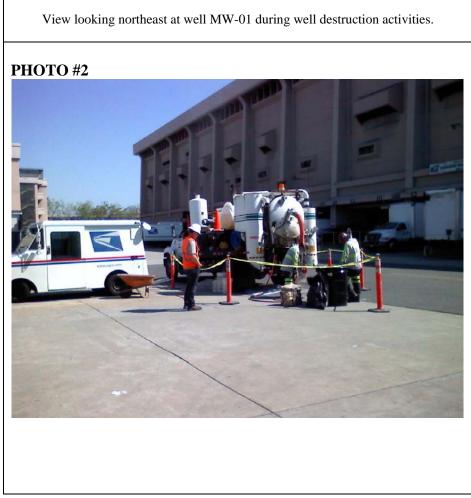


## PHOTOGRAPHIC REPORTING DATA SHEET

Location:	1675 7th Street, Oakland, CA	Date:	April 7, 2014
<b>Project Name:</b>	USPS Oakland VMF	Photographer	J. Zepeda

View looking northeast at Vehicle Maintenance Facility fuel island. Removing well MW-04 skimmer prior to well destruction.

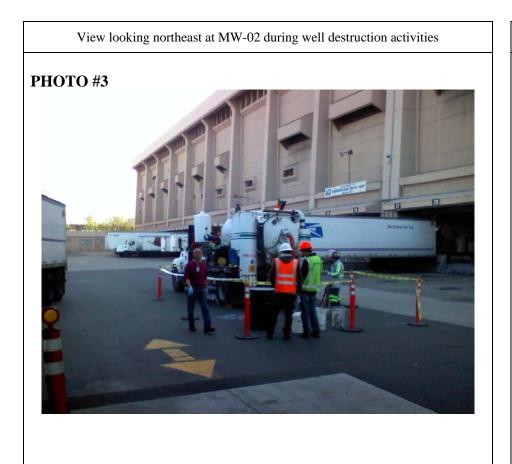






## PHOTOGRAPHIC REPORTING DATA SHEET

Location:	1675 7th Street, Oakland, CA	Date:	April 7, 2014
<b>Project Name:</b>	USPS Oakland VMF	Photographer	J. Zepeda







### ATTACHMENT C

### 2014 ACEH WELL DECOMMISSIONING ORDER



ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY

ALEX BRISCOE, Director



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

January 22, 2014

Emmy Andrews United States Postal Service 1300 Evans Avenue, Suite 200 San Francisco, CA 94188-8200

S S Silberblatt Inc. ETAL c/o Levin Management Corp. P.O. Box 326 Plainfield, NJ 07061-0326

Subject: Well Decommissioning for Fuel Leak Case No. RO0000016 and GeoTracker Global ID T0600100443, USPS, 1675 7<sup>th</sup> Street, Oakland, CA 94607

Dear Ms. Andrews:

Alameda County Environmental Health (ACEH) have reviewed the fuel leak case file and case closure summary for the above-referenced site and concur that no further action related to the underground storage tank fuel release is required at this time. No objections to case closure were received on the proposed case closure during a public comment period conducted between November 19, 2013 and January 21, 2014. Prior to issuance of remedial action completion certification and case closure, we request that the monitoring wells at the site be properly decommissioned, should the monitoring wells have no further use at the site. Please decommission the monitoring wells and provide documentation of the well decommissioning to this office no later than May 19, 2014. Remedial action completion certification will be issued following receipt of the documentation.

Well destruction permits may be obtained from the Alameda County Public Works Agency (<u>http://www.acgov.org/pwa/wells/index.shtml</u>). If you have any questions, please call me at (510) 567-6791 or send me an electronic mail message at jerry.wickham@acgov.org.

#### TECHNICAL REPORT REQUEST

Please upload technical reports to the ACEH ftp site (Attention: Jerry Wickham), and to the State Water Resources Control Board's GeoTracker website according to the following schedule and file-naming convention:

 May 19, 2014 – Well Decommissioning Report File to be named: WELL\_DCM\_R\_yyyy-mm-dd RO16

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.

Responsible Parties RO0000016 January 22, 2014 Page 2

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

Sincerely,

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

Attachment: Responsible Party(ies) Legal Requirements/Obligations

Enclosure: 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)

Gary Gunderson, TRC, One Concord Center, 2300 Clayton Road, Suite 610, Concord, CA 94520

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

GeoTracker, eFile

#### Attachment 1

#### **Responsible Party(ies) Legal Requirements/Obligations**

#### **REPORT/DATA REQUESTS**

These reports/data are being requested pursuant to Division 7 of the California Water Code (Water Quality), Chapter 6.7 of Division 20 of the California Health and Safety Code (Underground Storage of Hazardous Substances), and Chapter 16 of Division 3 of Title 23 of the California Code of Regulations (Underground Storage Tank Regulations).

#### ELECTRONIC SUBMITTAL OF REPORTS

ACEH's Environmental Cleanup Oversight Programs (Local Oversight Program [LOP] for unauthorized releases from petroleum Underground Storage Tanks [USTs], and Site Cleanup Program [SCP] for unauthorized releases of non-petroleum hazardous substances) require submission of reports in electronic format pursuant to Chapter 3 of Division 7, Sections 13195 and 13197.5 of the California Water Code, and Chapter 30, Articles 1 and 2, Sections 3890 to 3895 of Division 3 of Title 23 of the California Code of Regulations (23 CCR). Instructions for submission of electronic documents to the ACEH FTP site are provided on the attached "Electronic Report Upload Instructions."

Submission of reports to the ACEH FTP site is in addition to requirements for electronic submittal of information (ESI) to the State Water Resources Control Board's (SWRCB) Geotracker website. In April 2001, the SWRCB adopted 23 CCR, Division 3, Chapter 16, Article 12, Sections 2729 and 2729.1 (Electronic Submission of Laboratory Data for UST Reports). Article 12 required electronic submittal of analytical laboratory data submitted in a report to a regulatory agency (effective September 1, 2001), and surveyed locations (latitude, longitude and elevation) of groundwater monitoring wells (effective January 1, 2002) in Electronic Deliverable Format (EDF) to Geotracker. Article 12 was subsequently repealed in 2004 and replaced with Article 30 (Electronic Submittal of Information) which expanded the ESI requirements to include electronic submittal of any report or data required by a regulatory agency from a cleanup site. The expanded ESI submittal requirements for petroleum UST sites subject to the requirements of 23 CCR, Division, 3, Chapter 16, Article 11, became effective December 16, 2004. All other electronic submittals required pursuant to Chapter 30 became effective January 1, 2005. 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, 7835, 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, late 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 SCP)	REVISION DATE: July 25, 2012		
	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 (petroleum UST and SCP) 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 <u>do not</u> 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.
- <u>Do not</u> 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 <u>will not</u> 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 <u>loptoxic@acgov.org</u>

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 ://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 <u>.loptoxic@acgov.org</u> 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.