

**From:** Roe, Dilan, Env. Health  
**To:** ["carybgrayson@gmail.com"](mailto:carybgrayson@gmail.com)  
**Cc:** ["Kasey Jones"](#)  
**Subject:** Fuel Leak Case No. RO0002862 and GeoTracker Global ID T0600113164, 1310 Houston Place, Dublin - Bay Counties Petroleum  
**Date:** Thursday, May 03, 2012 6:19:00 PM  
**Attachments:** [ftpUploadInstructions\\_2010\\_0720Final.pdf](#)  
[UploadDocs\\_RP\\_2012-05-03.pdf](#)

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Dear Mr. Grayson:

Based on a review of the case files for the subject site, it appears that many of the requisite documents and data have not been uploaded to the county's ftp site and the State Water Resources Control Board GeoTracker website. As a courtesy to you, I have attached a file with a list of the missing data and documents to this email correspondence. Please work with your consultants to bring your site into compliance in accordance with the attached instructions.

Regards,

**Dilan Roe, P.E.**

Hazardous Materials Specialist  
Alameda County Environmental Health  
1131 Harbor Bay Parkway  
Alameda, CA 94502  
510.567.6767; Ext. 36767  
QIC: 30440  
[dilan.roe@acgov.org](mailto:dilan.roe@acgov.org)

PDF copies of case files can be reviewed/downloaded at:

<http://www.acgov.org/aceh/lop/ust.htm>

RO\_2862; T0600113164; LUST  
 Bay Counties Petroleum  
 6310 Houston Place, Dublin, CA 94502

Document Type/	Doc Date	Document Name/ Activity	Author	Notes	ACEH ftp	GT
GEO_REPORT	2/17/2012	4Q11 QMR	Stratus	Denied on 5/3/2012. Labeled Wrong - Should be 1Q2 012	NA	Upload
GEO_WELL	11/30/2011	3rd post-injection monitoring event depth to water data	Stratus		NA	Upload
EDF	11/30/2011	3rd post-injection monitoring event analytical data	Stratus		NA	Upload
GEO_WELL	10/19/2011	2nd post-injection monitoring event depth to water data	Stratus		NA	Upload
EDF	10/19/2011	2nd post-injection monitoring event analytical data	Stratus		NA	Upload
GEO_WELL	10/7/2011	1st post-injection monitoring event depth to water data	Stratus		NA	Upload
EDF	10/7/2011	1st post-injection monitoring event analytical data	Stratus		NA	Upload
GEO_WELL	10/1/2010	Analytical 8-3-10	Stratus	Denied on 5/3/2012. Incorrect Title. Title should read GEO Well or depth to water data	NA	Upload
EDF	2/8/2010	4th Quarter 2008 analytical data	Stratus		NA	Upload
GEO_WELL	2/8/2010	4th Quarter 2010 depth to water data	Stratus		NA	Upload
GEO_REPORT	1/29/2010	4th Quarter 2008 & 1st Quarter 2010 Groundwater Monitoring Report	AEI		Upload	NA
EDF	8/29/2008	3rd Quarter 2008 Groundwater Monitoring Analytical Data	AEI		NA	Upload
GEO_REPORT	8/29/2008	Groundwater Monitoring Report, 3rd Quarter, 2008	AEI		Upload	NA
GEO_REPORT	3/31/2008	Groundwater Monitoring Report, First Quarter, 2008	AEI		Upload	NA
GEO_REPORT	3/19/2008	Corrective Action Workplan	AEI		Upload	Y
EDF	11/13/2007	4th Quarter 2007 Groundwater Monitoring Analytical Data	AEI	Denied on . Groundwater monitoring data should be submitted as GWM R, not ADD R	NA	Upload
GEO_REPORT	11/13/2007	Groundwater Monitoring Report, Fourth Quarter, 2007	AEI		Upload	NA
EDF	7/12/2007	3rd Quarter 2007 Analytical Data	AEI	Denied on . Groundwater monitoring data should be submitted as GWM R, not ADD R	NA	Upload

Document Type/	Doc Date	Document Name/ Activity	Author	Notes	ACEH ftp	GT
GEO_REPORT	7/12/2007	3rd Quarter 2007 Groundwater Monitoring Report	AEI		Upload	Upload
GEO_REPORT	7/12/2007	Groundwater Monitoring Report, Third Quarter, 2007	AEI		Need to Upload	NA
EDF	8/22/2011	2nd Quarter 2007 Groundwater Monitoring Analytical Data	AEI		NA	Upload
GEO_BORE	3/14/2007	Boring logs for groundwater monitoring wells DW-1 through DW-7	AEI		NA	Upload
GEO_Z	6/18/2007	Elevation survey data for groundwater monitoring wells DW-1 through DW-7	AEI		NA	Upload
GEO_REPORT	11/2/2006	Well Installation Workplan Addendum	AEI		NA	Upload
EDF	3/14/2006	Soil and Groundwater Investigation Analytical Data	AEI		NA	Upload
GEO_BORE	3/14/2006	Boring Logs of soil borings SB-1 through SB-5	AEI		NA	Upload
GEO_REPORT	2/24/2006	Well Installation Workplan Addendum	AEI	Denied on 5/3/2012. The work plan uploaded is the Soil and Groundwater Investigation Work Plan Addendum dated Feb	NA	Upload
GEO_REPORT	7/11/2005	Soil and Groundwater Investigation Workplan	AEI		NA	Upload

<b>Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC)</b>	<b>REVISION DATE:</b> July 20, 2010
	<b>ISSUE DATE:</b> July 5, 2005
	<b>PREVIOUS REVISIONS:</b> October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010
<b>SECTION:</b> Miscellaneous Administrative Topics & Procedures	<b>SUBJECT:</b> 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](mailto: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](mailto: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.