

ALAMEDA COUNTY  
**HEALTH CARE SERVICES  
AGENCY**

REBECCA GEBHART, Interim Director



DEPARTMENT OF ENVIRONMENTAL HEALTH  
LOCAL OVERSIGHT PROGRAM (LOP) FOR  
HAZARDOUS MATERIALS RELEASES  
1131 HARBOR BAY PARKWAY  
ALAMEDA, CA 94502  
(510) 567-6700  
FAX (510) 337-9335

April 20, 2017

Rockwood Condominiums LLC  
4844 Telegraph Avenue  
Oakland, California 94609-2010  
Attention: Menna Tesfatsion (*Sent via electronic mail to: [menna@laphamcompany.com](mailto:menna@laphamcompany.com)*)

Subject: Notification of Environmental Conditions of Concern and Request for Site Access 321-323 63<sup>rd</sup> Street, Oakland, California

Dear Mr. Tesfatsion:

Red Hanger Kleaners (RHK) operated at two parcels on the City block in Oakland where your 321-323 63<sup>rd</sup> Street apartment buildings are located. Since at least 2005, City of Oakland Fire Department and Alameda County Department of Environmental Health (ACDEH) have been evaluating the impacts to soil and groundwater due to releases from the former RHK located at 6235-6239 College Avenue. In addition to the dry cleaning operation located at 6235-6239 College Avenue, the property located 305-307 63<sup>rd</sup> Street (aka 6251-6255 College Avenue) is also known to have been operated as a dry cleaning business from as least 1953 (including Kay Kleaners and RHK).

Based on investigations completed to date, chemicals of potential concern have been detected in soil, soil vapor, and groundwater at sampling locations at areas immediately up gradient of your property. The chemicals detected adjacent to your site are most commonly related to dry cleaning businesses. The investigations completed to date have not fully delineated the source area(s) nor the limit of impacts to soil, soil vapor or groundwater.

Vapor intrusion mitigation measures have been undertaken at the former RHK property at 6235-6239 College Avenue property under oversight of the ACDEH to address indoor air exposure issues resulting from dry cleaning compounds. Mitigation measures at the 6235-6239 College Avenue have included conducting a hazardous materials audit of all work spaces, installation of air filters and other improvements to increase building air exchanges, and installation and operation of a soil vapor extraction system to aid in controlling subsurface contaminated vapor buildup. These mitigation measures have successfully mitigated risks of exposure to occupants at that the 6235-6239 College Avenue property only. It is prudent that a vapor intrusion evaluation also be conducted at your property located at 321-323 63<sup>rd</sup> Street and if warranted implementation of mitigation measures.

The relationship of your property to the former dry cleaning operations located at 6235-6239 College Avenue and 6251-6255 College Avenue is shown on **Attachment 1, Site Map**. A Fact Sheet describing the history and chemical usage/storage of dry cleaning businesses, and an overview of investigation findings is presented in **Attachment 2 – Fact Sheet**.

### **Site Investigation Participation**

ACDEH is requiring further site investigation in the vicinity of your property and other adjacent properties to facilitate the delineation of impacts and evaluation of additional source areas as described in **Attachment 3, ACDEH Letter Dated 4/18/2017**. Your full cooperation and participation in these continued investigations and future remedial efforts is requested.

Following ACDEH approval of the work plan for supplemental remedial investigation we will contact you regarding access to your property to allow completion of soil, groundwater, and soil vapor sampling activities which are expected to occur in the Spring/Summer of 2017.

If your email address does not appear on the cover page of this notification ACDEH is requesting you provide your email address so that we can correspond with you quickly and efficiently regarding your case. Additionally if your mailing address information is incorrect please provide us with your current information.

Should you have any questions, please contact me at (510) 567--6764 or send me an electronic mail message at [keith.nowell@acgov.org](mailto:keith.nowell@acgov.org).

Sincerely,

Keith Nowell, PG, CHG  
Hazardous Materials Specialist

Attachments:

Attachment 1 - Site Map

Attachment 2 – Fact Sheet

Attachment 3 – ACDEH Letter Dated April 18, 2017

cc: Ronald Elvidge, College Claremont Venture LLC, 1345 Grand Ave., Piedmont, CA 94610 (*Sent via electronic mail to: [ronpatelvidge@gmail.com](mailto:ronpatelvidge@gmail.com)*)

Todd Borst, Trustee, Ila Lynn Gordon Investment Trust, 2305 Little Ben, Lincoln, CA 95648

Ila Lynn Gordon, Trustee of SIRILA Living Trust, Ila Lynn Gordon Investment, Trust of Gordon Family Trust, 554 Red Arrow Trail, Palm Desert, CA 92211

Ila Lynn Gordon, Trustee of SIRILA Living Trust, Ila Lynn Gordon Investment, Trust of Gordon Family Trust, 827 Mesa Grande Drive, Palm Desert, CA 92211

Ila Lynn Gordon, Trustee of SIRILA Living Trust, Ila Lynn Gordon Investment, Trust of Gordon Family Trust, PO Box 13214, Palm Desert, CA 92255

Brian J. Gordon, PO Box 13214, Palm desert, CA 92255

David B. Gordon, 9 Calle, San Clemente, CA 92673

George Kong, (*Sent via electronic mail to: [gkongwashworld@comcast.net](mailto:gkongwashworld@comcast.net)*)

Jonathan W. Redding, Wendel, Rosen, Black & Dean LLP, 1111 Broadway, 24th Floor, Oakland, CA 94607 (*Sent via electronic mail to [jredding@wendel.com](mailto:jredding@wendel.com)*)

Dilan Roe, ACDEH, (*Sent via electronic mail to [dilan.roe@acgov.org](mailto:dilan.roe@acgov.org)*)

Paresh Khatri, ACDEH, (*Sent via electronic mail to [paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)*)

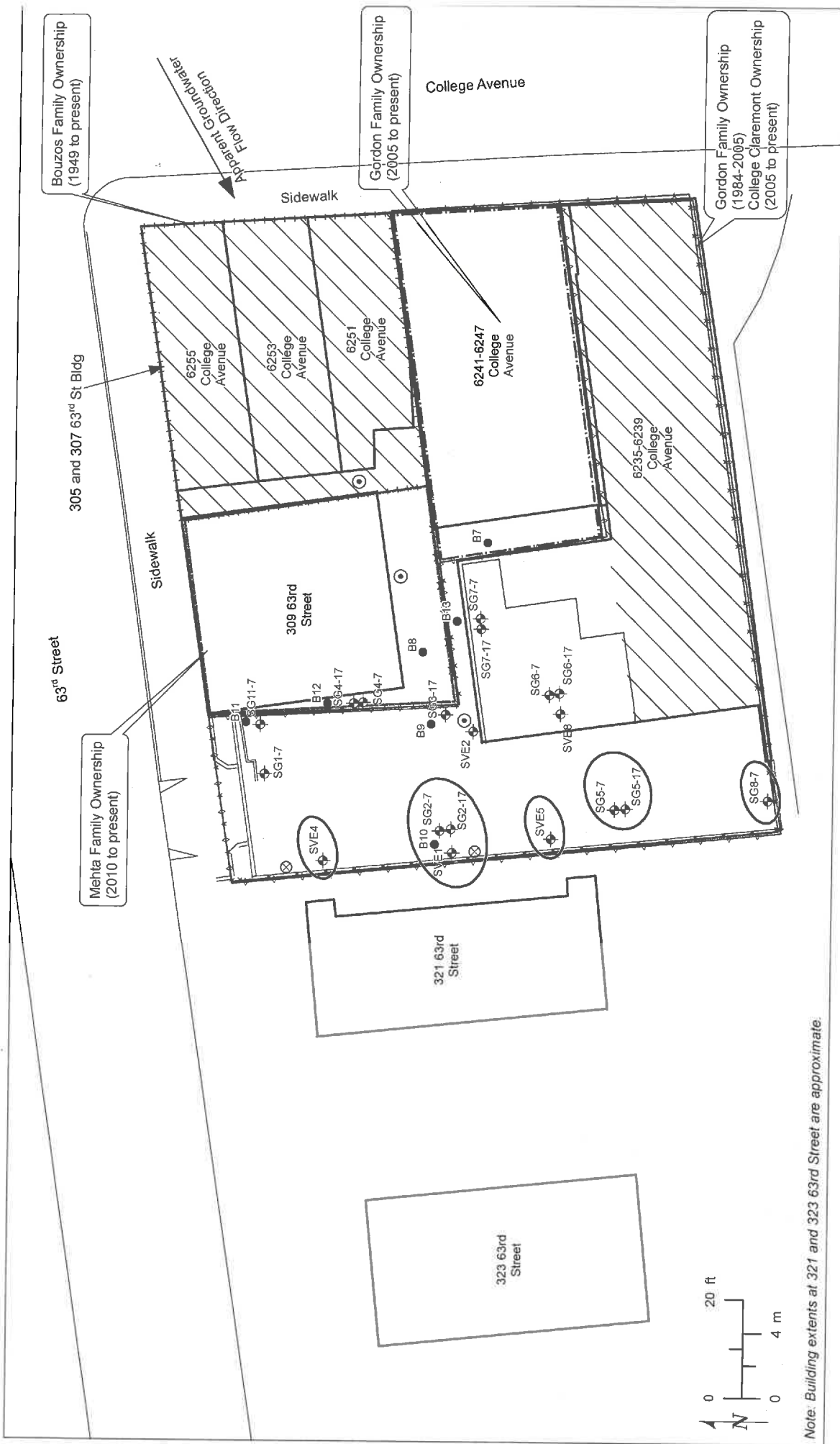
Keith Nowell, ACDEH, (*Sent via electronic mail to [keith.nowell@acgov.org](mailto:keith.nowell@acgov.org)*)

Geotracker, Electronic File

**ATTACHMENT 1  
SITE MAP**

Site Map

Adjacent Property Data Locations  
Rockwood LLC Parcel



Note: Building extents at 321 and 323 63rd Street are approximate.

- |  |                             |  |                         |
|--|-----------------------------|--|-------------------------|
|  | Drain inlet                 |  | Former dry cleaners use |
|  | Sanitary sewer cleanout     |  | Hot spot area           |
|  | Soil vapor extraction point |  | Former dry cleaners use |
|  | Previous boring             |  | Hot spot area           |
|  | Building outline            |  | Former dry cleaners use |
|  | Fence                       |  | Hot spot area           |
|  | Garage                      |  | Former dry cleaners use |

**ATTACHMENT 2  
FACT SHEET**

# Fact Sheet on Environmental Assessment

## Former Red Hanger Kleeners

6239 College Avenue

Oakland, California

Alameda County

ACDEH File No. RO0002981

April 2017

ALAMEDA COUNTY  
HEALTH CARE SERVICES

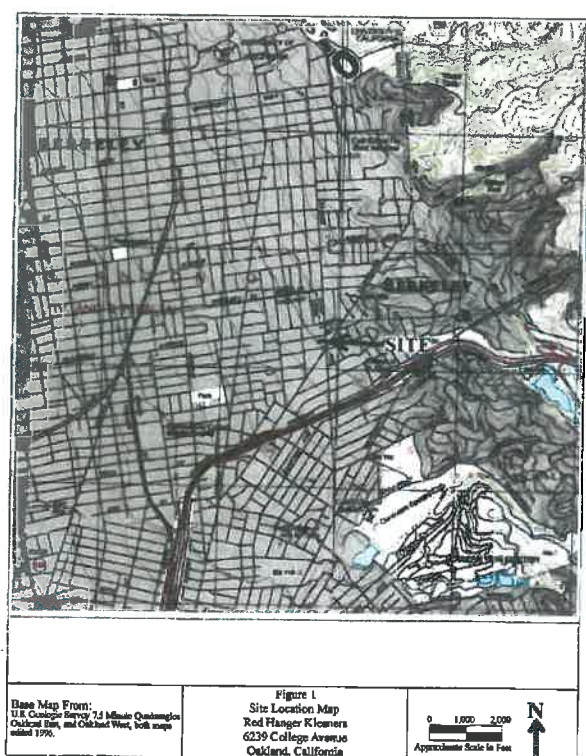
AGENCY

REBECCA GEBHART, Interim Director



Spring, 2017

The Alameda County Department of Environmental Health (ACDEH) is issuing this fact sheet to inform you of ongoing environmental investigation and remediation work in the vicinity of the former Red Hanger Kleeners (RHK), located at 6239 College Avenue in Oakland, California (Figure 1).



Base Map From:  
U.S. Coastal Survey, 7.5 Minute Quadrangle  
Oakland East, and Oakland West, both maps  
revised 1996.

Figure 1  
Site Location Map  
Red Hanger Kleeners  
6239 College Avenue  
Oakland, California

0 1000 2000  
Approximate Scale in Feet

The purpose of the environmental investigation work is to gather more information on the nature and extent of dry cleaning chemicals potentially present in soil vapor beneath the ground surface at and in the vicinity of the former dry cleaning suite. The purpose of the remediation is to reduce dry cleaning chemical concentrations beneath the ground surface. This fact sheet contains information concerning historical use of the site, results of recent environmental investigations, remediation activities, and information contacts. A glossary of certain terms also is included.

**Site Background** - The former RHK site is situated within a commercial portion of College Avenue just north of Claremont Avenue near the corner of 63rd Street. The subject site includes a three-story building with appurtenant parking on a 0.17-acre lot. Several businesses operate with

-in suites within the building.

The former RHK occupied the ground floor of the building from 1987 until 2015 (approximately 28 years). The structure to the north at 6251-6255 College Avenue was reported to have been occupied by dry cleaner facilities from 1953 to 1987 (approximately 34 years) with RHK ownership and operations identified at this location from at least 1970 to 1987. Figure 2 shows the orientation of the previous dry cleaning facilities in relation to adjacent properties.

Common dry cleaning chemicals include Volatile Organic Compounds (VOCs) such as tetrachloroethene (PCE or "Perc") and carbon tetrachloride as well as petroleum based chemical including "stoddard solvent" and white gasoline. PCE is known to have been utilized at the RHK facilities at both 6251 - 6255 and 6235 - 62309 College Avenue. Once released, VOCs such as PCE are able to move in the environment, transitioning from soil to groundwater, from groundwater to soil, and from groundwater or soil to soil vapor and potentially to ambient outdoor and indoor air. Of particular interest is the potential for movement of VOCs into the inside of buildings where people may potentially be exposed to VOCs in the air. This process is referred to as vapor intrusion to indoor air.

### Glossary of Terms

**Soil Vapor**—Soil vapor refers to the air that is present in the open spaces between soil particles between the ground surface and the water table. It includes air (primarily oxygen and nitrogen, like above ground), water vapor, and occasionally pollutants.

**Volatile organic compounds (VOCs)**—VOCs are organic chemicals, including those present in many common solvents that readily evaporate at temperatures normally found at ground surface and at shallow depths. Examples of VOC usage include dry cleaning solvent, carburetor cleaner, brake fluid, and paint solvents.

**Recent Investigation Activities** - Environmental investigations have been performed in the site area beginning in March 2005; these investigations have included sampling and analysis of soil, soil vapor, groundwater and indoor air to assess the type and extent of contamination. Almost all of the investigation points have been installed



# Fact Sheet on Environmental Assessment

Former Red Hanger Kleeners

Page 2

Spring, 2017

within the 6235 - 6239 College Avenue site boundary. In total, laboratory analysis has been conducted on 80 samples collected from 48 soil boreholes (borings) and indoor air and soil vapor sampling locations.

Environmental investigations performed to date have identified that VOCs, specifically PCE, appears to have been released into the subsurface beneath and adjacent to the building located at 6235 – 6239 College Avenue and other adjacent structures. Releases of PCE may also have occurred from adjacent dry cleaners referenced above.

In general, soil and groundwater concentrations reported during the investigations performed to date are near or below applicable regulatory screening levels, and ambient outdoor air quality is not considered to be adversely impacted by site-related chemicals based on media-specific data collected to date. Concentrations of PCE reported in soil vapor beneath the building and within the parking areas located at 6235 – 6239 college Avenue occur at concentrations greater than applicable regulatory screening levels; therefore, requiring remediation to reduce such levels to below screening levels.

In addition, PCE and trichloroethene (TCE) were detected in indoor air samples from the building at 6235 – 6239 College Avenue at concentrations greater than applicable regulatory agency screening levels. The presence of these chemicals at concentrations exceeding regulatory screening levels does not necessarily indicate that adverse impacts to human health or the environment have occurred. To this end and out of the abundance of caution, tenant notifications regarding site conditions, including efforts to reduce and/or mitigate indoor air VOC concentrations, and sample results were provided to tenants on August 20, September 22, October 16, and November 2, 2015.

**Soil Vapor and Indoor Air Mitigation and Remediation** – To reduce PCE and TCE concentrations in indoor air within the building located at 6235 – 6239 College Avenue, cracks in the floor slab of the ground floor of the building and the elevator pit were sealed, and the hallway and stairwell carpets were shampooed. In addition, air filtration equipment was placed in the building in September 2015, and the air ventilation rate was increased for portions of the building in October 2015 to reduce PCE and TCE indoor air concentrations. The laboratory analytical results of air samples collected on October 13 and October 21, 2015 confirmed that the air filtration and ventilation mitigation measures effectively reduced PCE and TCE air concentrations in the building to below detectable concentrations or to below actionable regulatory agency

trigger and screening concentrations.

**Cleanup of Environmental Impacts** – To reduce PCE concentrations in soil vapor beneath the building and within the parking areas located at 6235 – 6239 College Avenue, a Soil Vapor Extraction (SVE) system was installed in June 2016 as an interim remedial action and remains in operation, targeting soil vapor concentrations beneath the building and within the onsite parking area. PCE vapors extracted by the SVE system have been treated via activated carbon, with no PCE emissions to ambient air.

**Next Steps** – A supplemental soil, soil vapor and groundwater investigation is planned to further delineate potential sources of past releases at the former dry cleaning facilities at and in the immediate vicinity of the 6235 - 6239 College Avenue site. These studies will target assessing PCE and its degradation byproducts. Investigation results will be used to optimize/enhance the existing SVE system to expedite and more comprehensively remove PCE and its degradation byproducts from the subsurface. Offsite investigations are also planned to confirm the limits of impact due to PCE and its degradation byproducts.

The entire case file can be viewed over the internet on the ACDEH at <http://www.acgov.org/aceh/lop/ust.htm> or at the State of California Water Resources Control Board website at <http://geotracker.swrcb.ca.gov>.

Please send written comments regarding the investigation and remedial actions to Keith Nowell at the address below.

#### For More Information

Please contact any of the following individuals with questions or concerns you may have:

Keith Nowell, PG, CHG.

Case Worker

Alameda County Department of Environmental Health

510-567-6764

[keith.nowell@acgov.org](mailto:keith.nowell@acgov.org)

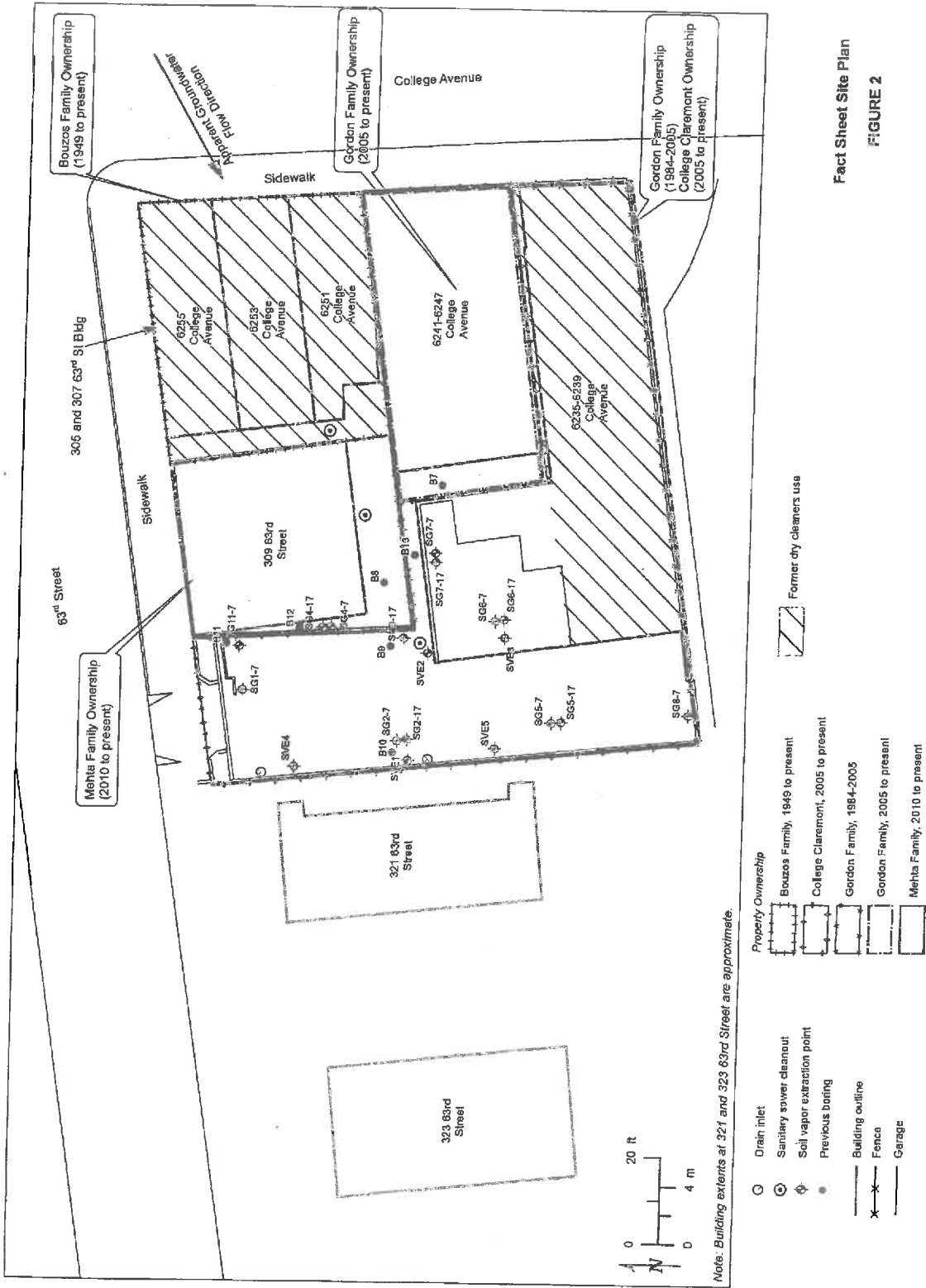
Dilan Roe, PE

Program Manager

Alameda County Department of Environmental Health

510-567-6767

[dilan.roe@acgov.org](mailto:dilan.roe@acgov.org)



Fact Sheet Site Plan  
FIGURE 2

FIGURE 1



**ATTACHMENT 3**  
**ACDEH LETTER DATED APRIL 18, 2017**

ALAMEDA COUNTY  
**HEALTH CARE SERVICES**  
AGENCY

REBECCA GEBHART, Interim Director



DEPARTMENT OF ENVIRONMENTAL HEALTH  
LOCAL OVERSIGHT PROGRAM (LOP)  
For Hazardous Materials Releases  
1131 HARBOR BAY PARKWAY, SUITE 250  
ALAMEDA, CA 94502  
(510) 567-6700  
FAX (510) 337-9335

April 18, 2017

College Claremont Venture LLC  
1345 Grand Ave.  
Piedmont, CA 94610  
Attention: Mr. Ronald Elvidge  
(Sent via electronic mail to:  
[ronpatelvidge@gmail.com](mailto:ronpatelvidge@gmail.com))

Todd Borst, Trustee  
Ila Lynn Gordon Investment Trust  
2305 Little Ben  
Lincoln, CA 95648

Ila Lynn Gordon  
Trustee of SIRILA Living Trust  
Ila Lynn Gordon Investment Trust  
554 Red Arrow Trail  
Palm Desert, CA 92211

Ila Lynn Gordon  
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827 Mesa Grande Drive  
Palm Desert, CA 92211

Ila Lynn Gordon  
Trustee of SIRILA Living Trust  
Ila Lynn Gordon Investment Trust  
PO Box 13214  
Palm Desert, CA 92255

Brian J. Gordon  
PO Box 13214  
Palm Desert, CA 92255

David B. Gordon  
9 Calle  
San Clemente, CA 92673

George Kong (Sent via electronic mail to: [gkongwashworld@comcast.net](mailto:gkongwashworld@comcast.net))

Subject: Supplemental Remedial Investigation and Meeting Request; Site Cleanup Program Case No. RO0002981 and Geotracker Global ID T10000000416, Red Hanger Kleaners, 6235-6239 College Ave., Oakland, CA 94618

Dear Responsible Parties:

Alameda County Department of Environmental Health (ACDEH) has reviewed the case file, including the documents entitled *Site Investigation and Soil Vapor Extraction Report* (Investigation and SVE Installation Report), dated July 11, 2016, prepared by P&D Environmental, Inc. (P&D) on behalf of College Claremont Venture, LLC (CCV) and EFI Global, Inc. (EFI), and the *Interim Remedial Action Progress Report* (Progress Report), dated December 12, 2016 and prepared by LRM Consulting, Inc. (LRM) for CCV. These documents were prepared to address volatile organic compound (VOC) contamination, primarily tetrachloroethylene (PCE), in the subsurface at the site and in the immediate vicinity from historic dry cleaner operations.

The former Red Hanger Kleaners (RHK) store occupied the ground floor of the 6235-6239 College Ave. from 1987 until 2015 (approximately 28 years). The building to the north at 6251-6255 College Avenue was reported to have been occupied by dry cleaner businesses from 1953 to 1987 (approximately 34 years) with RHK ownership and operations identified at this location from at least 1970 to 1987. Prior to RHK, Kay Kleaners operated a dry cleaning operation at the 6251-6255 College Avenue location from 1953 until the change in operations to RHK.

Based on a review of the documents referenced above and the case file, ACDEH is of the opinion that the distribution of contaminants related to dry cleaning operations at the site and adjacent former dry cleaner

Responsible Parties  
RO0002981  
April 18, 2017, Page 2

locations have not been adequately delineated to assess all sources and necessary remedial actions and human health risk exposure related to contaminant release.

Therefore, ACDEH requests preparation of a work plan to further delineate the extent of contamination in soil, groundwater and soil gas due to the release of dry cleaning chemicals from the former dry cleaner operations at 6235-6239 College Ave and potentially from 6251-6255 College Avenue. Work to further delineate the extent of contamination may be performed collaboratively or individually. If performed individually, ACDEH requests work be coordinated between the Responsible Parties. Please submit the work plan(s) by the date specified below.

### **MEETING REQUEST**

ACDEH requests a meeting with all Responsible Parties and your respective environmental consultants to discuss the strategy for moving forward and coordination of work. We propose a date of **May 11, 2017 at 10 am** at our office in Alameda County. Please confirm your attendance within the next two weeks.

### **SUBMITTAL ACKNOWLEDGEMENT STATEMENT**

Please note that ACDEH has updated its Attachment 1 with regard to report submittals. ACDEH will now be requiring a Submittal Acknowledgement Statement, replacing the perjury statement, as a cover letter signed by the Responsible Party. The language for the Submittal Acknowledgement Statement is as follows:

*"I have read and acknowledge the content, recommendations and/or conclusions contained in the attached document or report submitted on my behalf to ACDEH's FTP server and the SWRCB's GeoTracker website."*

Please make this change to your submittals to ACDEH.

### **TECHNICAL REPORT REQUEST**

Please upload technical reports to the ACDEH FTP site (Attention: Keith Nowell), and to the California State Water Resources Control Board (SWRCB) GeoTracker website, in accordance with the following specified file naming convention by the date specified below:

- **June 20, 2017 – Work Plan for Additional Contaminant Delineation** (file to be named RO0002981\_WP\_R\_yyyy-mm-dd)

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

If your electronic mail address does not appear on the cover page of this notification ACDEH is requesting you provide your 'email' address so that we can correspond with you quickly and efficiently regarding your case.

Responsible Parties  
RO0002981  
April 18, 2017, Page 3

Sincerely,



Digitally signed by Keith Nowell  
DN: cn=Keith Nowell, o=Alameda County,  
ou=Department of Environmental Health,  
email=keith.nowell@acgov.org, c=US  
Date: 2017.04.19 12:01:25 -07'00'

Keith Nowell, PG, CHG  
Hazardous Materials Specialist

Enclosure: Attachment 1- Responsible Party(ies) Legal Requirements/Obligations  
ACDEH Electronic Report Upload (ftp) Instructions

cc:

Vasilios D. and Eleni V. Bouzos, Trustees, Bouzos Family Living Trust, 6697 Byrnes Road, Vacaville, CA  
95687

Jonathan W. Redding, Wendel, Rosen, Black & Dean LLP, 1111 Broadway, 24th Floor, Oakland, CA  
94607 (*Sent via electronic mail to [jredding@wendel.com](mailto:jredding@wendel.com)*)

Dilan Roe, ACDEH (*Sent via electronic mail to: [dilan.roe@acgov.org](mailto:dilan.roe@acgov.org)*)  
Paresh Khatri, ACDEH (*Sent via electronic mail to: [paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)*)  
Keith Nowell, ACDEH (*Sent via electronic mail to: [keith.nowell@acgov.org](mailto: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

Alameda County Department of Environmental Health's (ACDEH) Environmental Cleanup Oversight Programs, Local Oversight Program (LOP) and Site Cleanup Program (SCP) 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 File Transfer Protocol (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 SCP 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 ([http://www.waterboards.ca.gov/water\\_issues/programs/ust/electronic\\_submittal/](http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/)) for more information on these requirements.

#### ACKNOWLEDGEMENT STATEMENT

All work plans, technical reports, or technical documents submitted to ACDEH must be accompanied by a cover letter from the responsible party that states, at a minimum, the following: "I have read and acknowledge the content, recommendations and/or conclusions contained in the attached document or report submitted on my behalf to ACDEH's FTP server and the SWRCB's GeoTracker website." 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 6731, 6735, and 7835) 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 licensed 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 case meet this requirement. Additional information is available on the Board of Professional Engineers, Land Surveyors, and Geologists website at: <http://www.bpelsq.ca.gov/laws/index.shtml>.

#### 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.

<b>Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)</b>	<b>REVISION DATE:</b> December 1, 2016
	<b>ISSUE DATE:</b> July 5, 2005
	<b>PREVIOUS REVISIONS:</b> October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010, July 25, 2010; May 15, 2014, November 29, 2016
<b>SECTION:</b> Miscellaneous Administrative Topics & Procedures	<b>SUBJECT:</b> Electronic Report Upload (ftp) Instructions


The Alameda County Environmental Cleanup Oversight Programs (LOP 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 **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 acknowledgement 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) Open File Explorer using the Windows  key + E keyboard shortcut.
    - i) Note: Netscape, Safari, and Firefox browsers will not open the FTP site as they are NOT being supported at this time.
  - b) On the address bar, type in `ftp://alcoftp1.acgov.org`.
  - c) Enter your User Name and Password. (Note: Both are Case Sensitive)
  - d) Click Log On.
  - e) Open "My Computer" on your computer and navigate to the file(s) you wish to upload to the ftp site.
  - f) 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.