

## Detterman, Karel, Env. Health

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**From:** Detterman, Karel, Env. Health  
**Sent:** Tuesday, August 22, 2017 10:29 AM  
**To:** 'Mary Cotter'; Giorgio Molinario  
**Cc:** Cockerham, Kyle@Waterboards; Shannon Martin; Belinda Butler-Veytia; Alexandra Foote; Khatri, Paresh, Env. Health; Neil Cotter (neil.cotter@comcast.net); Roe, Dilan, Env. Health  
**Subject:** RE: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - Q2 2017 Groundwater Monitoring Report Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94  
**Attachments:** DIR\_L\_2017-08-01.pdf

Hello Mary and Giorgio:

As requested on July 20, 2017 and August 1, 2017, please upload the requested Work Plan to Alameda County Department of Environmental Health (ACDEH) and Geotracker by the date provided below:

### REVISED TECHNICAL REPORT REQUEST

Please upload the technical report to the ACDEH ftp site (Attention: Karel Detterman), and to the State Water Resources Control Board's Geotracker website, in accordance with the following specified file naming convention and schedule:

- August 23, 2017 ~~August 18, 2017~~ – Work Plan  
File to be named: RO27\_WP\_R\_yyyy-mm-dd

This report is 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.

Thank you for your cooperation. Should you have any questions or concerns regarding this correspondence or your case, please send me an e-mail message at [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org) or call me at (510) 567-6708.

Karel Detterman, PG  
Hazardous Materials Specialist  
Alameda County Environmental Health  
1131 Harbor Bay Parkway  
Alameda, CA 94502  
Direct: 510.567.6708  
Fax: 510.337.9335  
Email: [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org)

PDF copies of case files can be downloaded at:

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

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**From:** Mary Cotter [mailto:mary.cotter@comcast.net]  
**Sent:** Tuesday, August 22, 2017 9:59 AM  
**To:** Giorgio Molinario <Giorgio.Molinario@erm.com>  
**Cc:** Detterman, Karel, Env. Health <Karel.Detterman@acgov.org>; Cockerham, Kyle@Waterboards <Kyle.Cockerham@waterboards.ca.gov>; Shannon Martin <Shannon.Martin@erm.com>; Belinda Butler-Veytia <Belinda.Butler-Veytia@erm.com>; Alexandra Foote <alexandra@weinberg-gonser.com>; Khatri, Paresh, Env. Health <paresh.khatri@acgov.org>; Neil Cotter (neil.cotter@comcast.net) <neil.cotter@comcast.net>; Roe, Dilan, Env. Health <Dilan.Roe@acgov.org>  
**Subject:** Re: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - Q2 2017 Groundwater Monitoring Report

Hi Giorgio

Please update us. Has it been uploaded to geotracker?

Thank you,  
Mary

Sent from my iPhone

On Aug 8, 2017, at 4:56 PM, Giorgio Molinario <[Giorgio.Molinario@erm.com](mailto:Giorgio.Molinario@erm.com)> wrote:

JET:

I am attaching the groundwater monitoring report as a draft in case you have significant comments. If not, we will upload this to geotracker and ACDEH FTP as final.

As described in my previous email, the groundwater concentrations were higher than February in wells MW-2 and MW-4, but the benzene is below 3,000 µg/L and the downward trend is consistent. No COCs were detected at MW-6 that previously had trace levels in groundwater.

The data gap report that includes the soil gas data is going through internal review and I will send that shortly.

Thank you,

-Giorgio

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**From:** Detterman, Karel, Env. Health [<mailto:Karel.Detterman@acgov.org>]

**Sent:** Friday, August 04, 2017 10:13 AM

**To:** 'Cockerham, Kyle@Waterboards'

**Cc:** Shannon Martin; Belinda Butler-Veytia; Alexandra Foote; Khatri, Paresh, Env. Health; Neil Cotter ([neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)); Giorgio Molinario; Mary Cotter; Roe, Dilan, Env. Health

**Subject:** RE: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - JET Meeting notes for review Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

Hello Kyle:

Yes, thank you – ACDEH would also prefer to have the report and lab data to review prior to meeting.

Sincerely,

Karel Detterman, PG  
Hazardous Materials Specialist  
Alameda County Environmental Health  
1131 Harbor Bay Parkway  
Alameda, CA 94502  
Direct: 510.567.6708  
Fax: 510.337.9335  
Email: [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org)

PDF copies of case files can be downloaded at:

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

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**From:** Cockerham, Kyle@Waterboards [<mailto:Kyle.Cockerham@waterboards.ca.gov>]

**Sent:** Friday, August 04, 2017 7:15 AM

**To:** Mary Cotter <[mary.cotter@comcast.net](mailto:mary.cotter@comcast.net)>; Giorgio Molinario <[Giorgio.Molinario@erm.com](mailto:Giorgio.Molinario@erm.com)>  
**Cc:** Detterman, Karel, Env. Health <[Karel.Detterman@acgov.org](mailto:Karel.Detterman@acgov.org)>; Shannon Martin <[Shannon.Martin@erm.com](mailto:Shannon.Martin@erm.com)>; Belinda Butler-Veytia <[Belinda.Butler-Veytia@erm.com](mailto:Belinda.Butler-Veytia@erm.com)>; Alexandra Foote <[alexandra@weinberg-gonser.com](mailto:alexandra@weinberg-gonser.com)>; Khatri, Paresh, Env. Health <[paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)>; Neil Cotter <[neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)> <[neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)>  
**Subject:** RE: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - JET Meeting notes for review Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

I think we ran into a little trouble when we met before the report came out last time. I'm happy to meet anytime, but it would be best to have a week or so to review the report before the meeting. Let's set a date after the report is submitted.

*Kyle Cockerham, P.G.*  
Engineering Geologist  
Expedited Claim Account Unit  
State Water Resources Control Board  
(916) 322-9686

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**From:** Mary Cotter [<mailto:mary.cotter@comcast.net>]  
**Sent:** Thursday, August 03, 2017 5:37 PM  
**To:** Giorgio Molinario <[Giorgio.Molinario@erm.com](mailto:Giorgio.Molinario@erm.com)>  
**Cc:** Cockerham, Kyle@Waterboards <[Kyle.Cockerham@waterboards.ca.gov](mailto:Kyle.Cockerham@waterboards.ca.gov)>; Detterman, Karel, Env. Health <[Karel.Detterman@acgov.org](mailto:Karel.Detterman@acgov.org)>; Shannon Martin <[Shannon.Martin@erm.com](mailto:Shannon.Martin@erm.com)>; Belinda Butler-Veytia <[Belinda.Butler-Veytia@erm.com](mailto:Belinda.Butler-Veytia@erm.com)>; Alexandra Foote <[alexandra@weinberg-gonser.com](mailto:alexandra@weinberg-gonser.com)>; Khatri, Paresh, Env. Health <[paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)>; Neil Cotter <[neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)> <[neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)>  
**Subject:** Re: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - JET Meeting notes for review Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

The week of August 14th will work for Neil and I.

Will it work for everyone else?

Thanks,  
Mary  
Sent from my iPhone

On Aug 1, 2017, at 12:01 AM, Giorgio Molinario <[Giorgio.Molinario@erm.com](mailto:Giorgio.Molinario@erm.com)> wrote:

JET team:

We just received the VOC laboratory data for the soil vapor and groundwater. We are waiting for the fixed gas (O2, CO2, etc.) results.

A brief summary is provided below. Could we schedule the next JET call so we can discuss the results? What about the week of August 14?

#### Soil vapor

Concentrations were higher than those in February, but all analytes were below low-threat criteria and ESLs. This is great news.

#### Groundwater

Concentrations were higher than February. Groundwater concentrations at MW-2 and MW-4 were slightly above the 1,000 ug/L low-threat benzene limit (1500 and 1100,

respectively). Benzene and other contaminant concentrations in groundwater are continuing to decrease overall - with seasonal ups and downs (see attachment).

We are working as quickly as possible to prepare the groundwater and data gap reports so we can submit them.

thank you,

-Giorgio

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**From:** Cockerham, Kyle@Waterboards [<mailto:Kyle.Cockerham@waterboards.ca.gov>]  
**Sent:** Friday, July 21, 2017 7:50 AM  
**To:** Giorgio Molinario; Detterman, Karel, Env. Health  
**Cc:** Shannon Martin; Belinda Butler-Veytia; Alexandra Foote; Khatri, Paresh, Env. Health; Neil Cotter ([neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)); Mary Cotter ([mary.cotter@comcast.net](mailto:mary.cotter@comcast.net))  
**Subject:** RE: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - JET Meeting notes for review Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

Thanks for the update Giorgio.

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**From:** Giorgio Molinario [<mailto:Giorgio.Molinario@erm.com>]  
**Sent:** Thursday, July 20, 2017 4:15 PM  
**To:** Cockerham, Kyle@Waterboards; Detterman, Karel, Env. Health  
**Cc:** Shannon Martin; Belinda Butler-Veytia; Alexandra Foote; Khatri, Paresh, Env. Health; Neil Cotter ([neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)); Mary Cotter ([mary.cotter@comcast.net](mailto:mary.cotter@comcast.net))  
**Subject:** RE: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - JET Meeting notes for review Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

A quick update:

- The three SVPs were installed on July 11 and all 8 groundwater monitoring wells were sampled on that date.
- Soil vapor samples were collected on July 14.
- All samples are at their respective labs being analyzed.
- No issues encountered sampling soil or groundwater.

As requested, we are preparing a 'data gap investigation report' and a groundwater monitoring report. As soon as we receive the data I will send an update.

Thank you,

-Giorgio

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This message contains information which may be confidential, proprietary, privileged, or otherwise protected by law from disclosure or use by a third party. If you have received this message in error, please contact us immediately at (925) 946-0455 and take the steps necessary to delete the message completely from your computer system. Thank you.

Please visit ERM's web site: <http://www.erm.com>

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Please visit ERM's web site: <http://www.erm.com>

<Groundwater Benzene Trend 3884 MLK Q2\_2017.pdf>

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Please visit ERM's web site: <http://www.erm.com>

<DRAFT R027\_GWM\_R2017-08-11.pdf>

<Benzene trend 3884 MLK Q2\_2017.pdf>

## Detterman, Karel, Env. Health

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**From:** Detterman, Karel, Env. Health  
**Sent:** Tuesday, August 01, 2017 10:06 AM  
**To:** 'Giorgio Molinario'  
**Cc:** Cockerham, Kyle@Waterboards; Roe, Dilan, Env. Health; Shannon Martin; Belinda Butler-Veytia; Alexandra Foote; Khatri, Paresh, Env. Health; Neil Cotter (neil.cotter@comcast.net); Mary Cotter (mary.cotter@comcast.net)  
**Subject:** FW: Request Work Plan upload to Geotracker - Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609  
**Attachments:** Attachment\_1\_and\_ftpUploadInstructions\_2016-12-15.pdf

Hello Giorgio:

### TECHNICAL REPORT REQUEST

Please upload the technical report to the ACDEH ftp site (Attention: Karel Detterman), and to the State Water Resources Control Board's Geotracker website, in accordance with the following specified file naming convention and schedule:

- August 18, 2017 – Work Plan  
File to be named: RO27\_WP\_R\_yyyy-mm-dd

This report is 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.

Thank you for your cooperation. Should you have any questions or concerns regarding this correspondence or your case, please send me an e-mail message at [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org) or call me at (510) 567-6708.

Karel Detterman, PG  
Hazardous Materials Specialist  
Alameda County Environmental Health  
1131 Harbor Bay Parkway  
Alameda, CA 94502  
Direct: 510.567.6708  
Fax: 510.337.9335  
Email: [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org)

PDF copies of case files can be downloaded at:

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

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**From:** Detterman, Karel, Env. Health  
**Sent:** Thursday, July 20, 2017 6:32 PM  
**To:** 'Giorgio Molinario' <[Giorgio.Molinario@erm.com](mailto:Giorgio.Molinario@erm.com)>  
**Cc:** Shannon Martin <[Shannon.Martin@erm.com](mailto:Shannon.Martin@erm.com)>; Belinda Butler-Veytia <[Belinda.Butler-Veytia@erm.com](mailto:Belinda.Butler-Veytia@erm.com)>; Alexandra Foote <[alexandra@weinberg-gonser.com](mailto:alexandra@weinberg-gonser.com)>; Khatri, Paresh, Env. Health <[paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)>; Neil Cotter (neil.cotter@comcast.net) <[neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)>; Mary Cotter (mary.cotter@comcast.net) <[mary.cotter@comcast.net](mailto:mary.cotter@comcast.net)>; Cockerham, Kyle@Waterboards <[Kyle.Cockerham@waterboards.ca.gov](mailto:Kyle.Cockerham@waterboards.ca.gov)>  
**Subject:** Work Plan upload to Geotracker - Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

Hello Giorgio:

To remain in compliance with Geotracker, please re-upload the scope of work as a Work Plan with a cover letter including your company name, the document title, the case address, RO number, Global ID, the RP names, date, signatures and professional stamps, and applicable SOPs in an appendix.

Thank you,

Karel Detterman, PG  
Hazardous Materials Specialist  
Alameda County Environmental Health  
1131 Harbor Bay Parkway  
Alameda, CA 94502  
Direct: 510.567.6708  
Fax: 510.337.9335  
Email: [karel.detterman@acgov.org](mailto:karel.detterman@acgov.org)

PDF copies of case files can be downloaded at:

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

---

**From:** Giorgio Molinario [<mailto:Giorgio.Molinario@erm.com>]

**Sent:** Thursday, July 20, 2017 4:15 PM

**To:** Cockerham, Kyle@Waterboards <[Kyle.Cockerham@waterboards.ca.gov](mailto:Kyle.Cockerham@waterboards.ca.gov)>; Detterman, Karel, Env. Health <[Karel.Detterman@acgov.org](mailto:Karel.Detterman@acgov.org)>

**Cc:** Shannon Martin <[Shannon.Martin@erm.com](mailto:Shannon.Martin@erm.com)>; Belinda Butler-Veytia <[Belinda.Butler-Veytia@erm.com](mailto:Belinda.Butler-Veytia@erm.com)>; Alexandra Foote <[alexandra@weinberg-gonser.com](mailto:alexandra@weinberg-gonser.com)>; Khatri, Paresh, Env. Health <[paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org)>; Neil Cotter ([neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)) <[neil.cotter@comcast.net](mailto:neil.cotter@comcast.net)>; Mary Cotter ([mary.cotter@comcast.net](mailto:mary.cotter@comcast.net)) <[mary.cotter@comcast.net](mailto:mary.cotter@comcast.net)>

**Subject:** RE: 13712 Grove Street Wash Rack, 3884 Martin Luther King, Jr Way, Oakland - JET Meeting notes for review Fuel Leak Case No. RO000027 and GeoTracker Global ID T06000102106, Grove Street Wash Rack, 3884 Martin Luther King, Jr. Way, Oakland, CA 94609

A quick update:

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- No issues encountered sampling soil or groundwater.

As requested, we are preparing a 'data gap investigation report' and a groundwater monitoring report. As soon as we receive the data I will send an update.

Thank you,

-Giorgio

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Please visit ERM's web site: <http://www.erm.com>

## 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.bpelsg.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 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.