

2307 Pacific Avenue  
Alameda, CA. 94501  
Ph: 510-865-9503  
Fx: 510-865-1889  
E-mail: xtraoil@prodigy.net

# Xtra Oil Company

CONFIDENTIAL  
PROTECH  
39 SEP 30 PH 2:50

September 21, 1999

Ms. Eva Chu  
Alameda County Health Care Services Agency  
1131 Harbor Bay Parkway, Room 250  
Alameda, Calif. 94502-6577

Re: 1701 Park Street, Alameda

Dear Ms. Chu:

Please find enclosed the groundwater monitoring and sampling report for the above referenced site. The report was prepared by Alisto Engineering Group.

Please call if you have any questions or comments.

Sincerely,



Keith Simas  
Operations Supervisor

## GROUNDWATER MONITORING AND SAMPLING REPORT

Xtra Oil Company Service Station (dba Shell)  
1701 Park Street  
Alameda, California

Project No. 10-210-10-003

Prepared for:

Xtra Oil Company  
2307 Pacific Avenue  
Alameda, California

Prepared by:

Alisto Engineering Group  
1575 Treat Boulevard, Suite 201  
Walnut Creek, California

September 15, 1999

Brady Nagle  
Brady Nagle  
Project Manager

Al Sevilla  
Al Sevilla, P.E.  
Principal



## **GROUNDWATER MONITORING AND SAMPLING REPORT**

**Xtra Oil Company Service Station (dba Shell)**  
1701 Park Street  
Alameda, California

**Project No. 10-210-10-003**

**September 15, 1999**

### **INTRODUCTION**

This report presents the results and findings of the March 30, 1999 groundwater monitoring and sampling conducted by Alisto Engineering Group at the Xtra Oil Company service station (dba Shell), 1701 Park Street, Alameda, California. A site vicinity map is shown on Figure 1.

### **FIELD PROCEDURES**

Field activities were performed in accordance with the procedures and guidelines of the Alameda County Health Care Services Agency and the California Regional Water Quality Control Board, San Francisco Bay Region.

Before purging and sampling, the groundwater level in each well was measured from a permanent mark on top of the casing to the nearest 0.01 foot using an electronic sounder. The depth to groundwater and top of casing elevation data were used to calculate the groundwater elevation in each well in reference to mean sea level. The survey data and groundwater elevation measurements collected to date are presented in Table 1.

Before sample collection, each well was purged of 3 casing volumes while recording field readings of pH, temperature and electrical conductivity. Groundwater samples were collected for laboratory analysis by lowering a bottom-fill, disposable bailer to just below the water level in each well. The samples were transferred from the bailer into laboratory-supplied containers. The water sampling field survey forms are presented in Appendix A.

### **SAMPLING AND ANALYTICAL RESULTS**

The results of monitoring and laboratory analysis of the groundwater samples for this and previous events are summarized in Table 1. The potentiometric groundwater elevations as interpreted from the results of this monitoring event are shown on Figure 2. The results of laboratory analysis are shown on Figure 3. The laboratory report and chain of custody record are presented in Appendix B.



## FINDINGS

The findings of the August 16, 1999 groundwater monitoring and sampling event are as follows:

- Approximately 0.21 foot of free product was observed in Monitoring Well MW-2. Free product was not observed in Monitoring Wells MW-1, MW-3 or MW-4.
- Groundwater elevation data indicates a gradient of approximately 0.01 foot per foot in northeasterly to southeasterly directions across the site.
- Analysis of the groundwater samples detected petroleum hydrocarbons in three of the four groundwater monitoring wells at concentrations of up to 64000 micrograms per liter (ug/l) total petroleum hydrocarbons as gasoline, 8800 ug/l toluene, 2800 ug/l ethylbenzene, 1100 ug/l xylenes in Monitoring Well MW-1; 5200 ug/l benzene in Well MW-2; and 9700 ug/l methyl tert butyl ether in MW-4.





**TABLE 1 - SUMMARY OF GROUNDWATER SAMPLING**  
**XTRA OIL COMPANY SERVICE STATION**  
**1701 PARK STREET, ALAMEDA, CALIFORNIA**

ALISTO PROJECT NO. 10-210

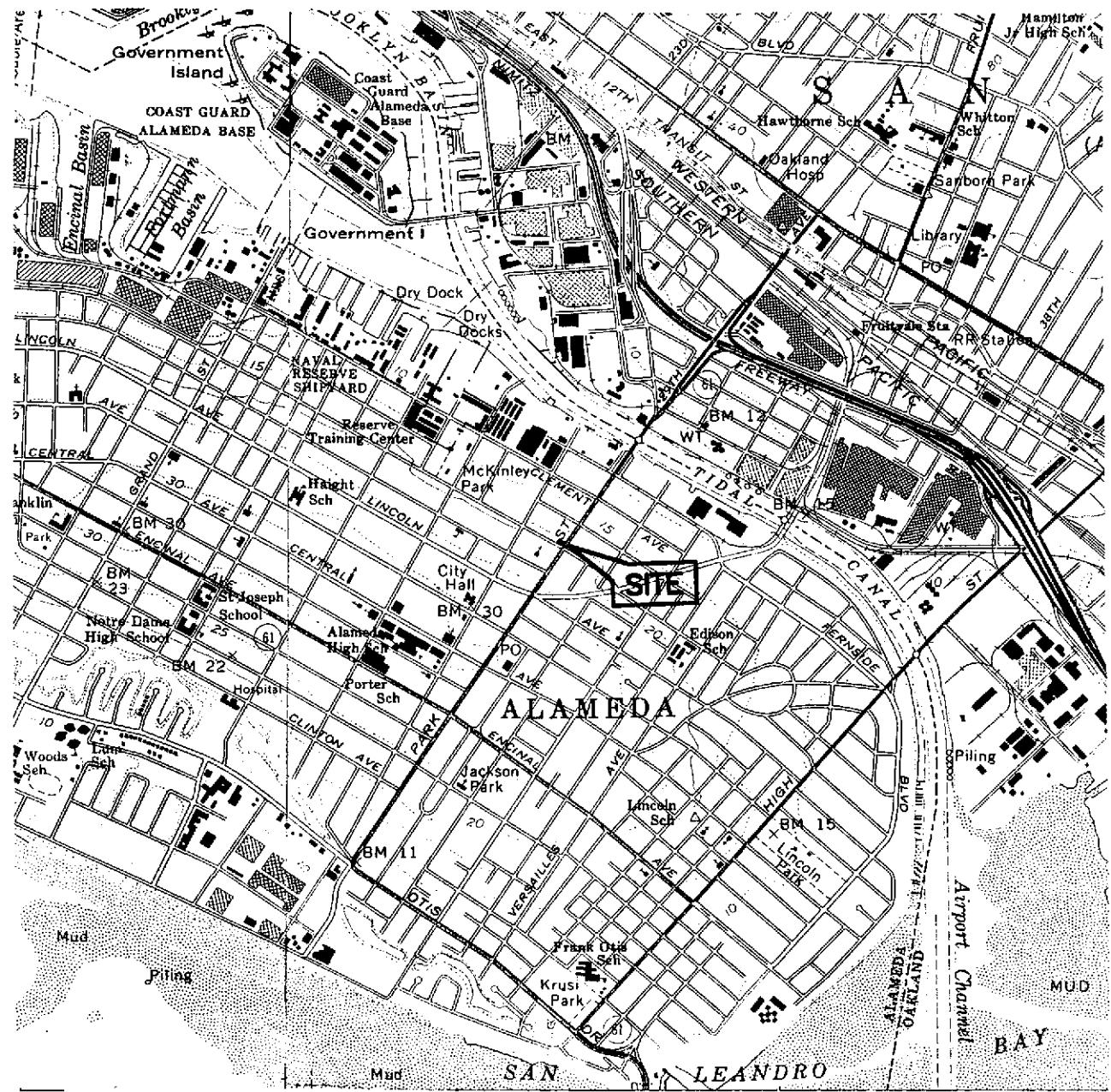
WELL ID	DATE OF MONITORING/ SAMPLING	CASING ELEVATION (Feet)	DEPTH TO WATER (Feet)	PRODUCT THICKNESS (Feet)	GROUNDWATER ELEVATION (b) (Feet)	TPH-G (ug/l)	TPH-D (ug/l)	B (ug/l)	T (ug/l)	E (ug/l)	X (ug/l)	MTBE (ug/l)	SVOCs (ug/l)	DO (ppm)	LAB	
MW-3	11/04/94	20.57	8.92	---	11.65	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
MW-3	01/11/95	20.57	5.67	---	14.90	--	--	--	--	--	--	---	---	---	---	
MW-3	02/24/95	20.57	6.11	---	14.46	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
MW-3	05/25/95	20.57	6.24	---	14.33	91	ND<50	28.0	12.0	2.1	6.5	---	---	---	MCC	
MW-3	08/30/95	20.57	8.27	---	12.30	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	4.6	MCC	
MW-3	11/16/95	20.57	8.82	---	11.75	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
MW-3	03/20/96	20.57	5.44	---	15.13	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
MW-3	08/13/96	20.57	6.17	---	14.40	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	---	MCC	
MW-3	09/23/96	20.57	6.57	---	14.00	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	4.9	MCC	
MW-3	12/19/96	20.57	6.59	---	13.98	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
MW-3	05/09/97	20.57	7.00	---	13.57	ND<50	59	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	3.3	MCC	
MW-3	09/11/97	20.57	6.92	---	13.65	ND<50	82	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	7	MCC	
MW-3	12/15/97	20.57	7.03	---	13.54	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	6.5	MCC	
MW-3	03/11/98	20.57	4.71	---	15.88	ND<50	ND<50	ND<0.5	1.8	0.8	3.1	ND<5.0	---	6.1	MCC	
MW-3	06/23/98	20.57	6.33	---	14.24	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	5.7	MCC	
MW-3	12/01/98	20.57	6.74	---	13.83	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	4	MCC	
MW-3	03/30/99	20.57	5.68	---	14.89	ND<50	ND<50	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	4.6	MCC	
MW-3	08/16/99	20.57	7.87	---	12.90	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	ND<5.0	---	2.7	MCC	
MW-4	05/09/97	19.69	7.17	---	12.52	31000	15000	540	1300	1000	4500	1900	2.1	(d)	3.1	MCC/CHR
MW-4	09/11/97	19.69	7.71	---	11.98	40000	6500	2000	3100	1700	7700	3400	---	6.4	MCC	
MW-4	12/15/97	19.69	7.87	---	11.82	14000	2100	910	690	390	2700	1700	---	6	MCC	
MW-4	03/11/98	19.69	3.51	---	16.18	2800	780	68	94	72	430	140	---	5.5	MCC	
MW-4	06/23/98	19.69	5.21	---	14.48	15000	2800	240	630	720	2700	370	---	5.4	MCC	
MW-4	12/01/98	19.69	6.45	---	13.24	21000	--	580	1000	530	3600	1700	---	4.4	MCC	
MW-4	03/30/99	19.69	5.41	---	14.28	41000	3600	3100	3400	1700	6700	5700	---	4.6	MCC	
MW-4	08/16/99	19.69	7.35	---	12.34	24000	--	4600	940	1200	2700	9700	---	3.4	MCC	
QC-2 (f)	11/04/94	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
QC-2 (f)	02/24/95	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
QC-2 (f)	05/25/95	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
QC-2 (f)	08/30/95	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
QC-2 (f)	11/16/95	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
QC-2 (f)	03/20/96	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	
QC-2 (f)	08/13/96	---	---	---	---	ND<50	--	ND<0.5	ND<0.5	ND<0.5	ND<0.5	---	---	---	MCC	

**ABBREVIATIONS:**

TPH-G	Total petroleum hydrocarbons as gasoline using EPA Methods 5030/8015
TPH-D	Total petroleum hydrocarbons as diesel using EPA Methods 3510/8015
B	Benzene using EPA Methods 5030/8020
T	Toluene using EPA Methods 5030/8020
E	Ethylbenzene using EPA Methods 5030/8020
X	Total xylenes using EPA Methods 5030/8020
MTBE	Methyl tert butyl ether using EPA Methods 5030/8020
SVOCs	Semivolatile organic compounds using EPA Method 8270
DO	Dissolved oxygen
ug/l	Micrograms per liter
ppm	Parts per million
---	Not analyzed/applicable/measurable
ND	Not detected above reported detection limit
MCC	McCampbell Analytical, Inc.
CHR	Chromalab, Inc.

**NOTES:**

- (a) Top of casing surveyed relative to mean sea level.
- (b) Groundwater elevations expressed in feet above mean sea level, and adjusted assuming a specific gravity of 0.75 for free product.
- (c) Blind duplicate.
- (d) SVOC analysis for polynuclear aromatics detected only naphthalene at the concentration stated.
- (e) SVOCs detected at concentrations of 420 ug/l naphthalene, 200 ug/l 2-methylnaphthalene, and 14 ug/l phenanthrene.
- (f) Travel blank.



SOURCE:  
USGS MAP, OAKLAND WEST AND EAST QUADRANGLE.  
7.5 MINUTE SERIES. 1959.  
PHOTOREVISED 1980.



0 1000' 2000'

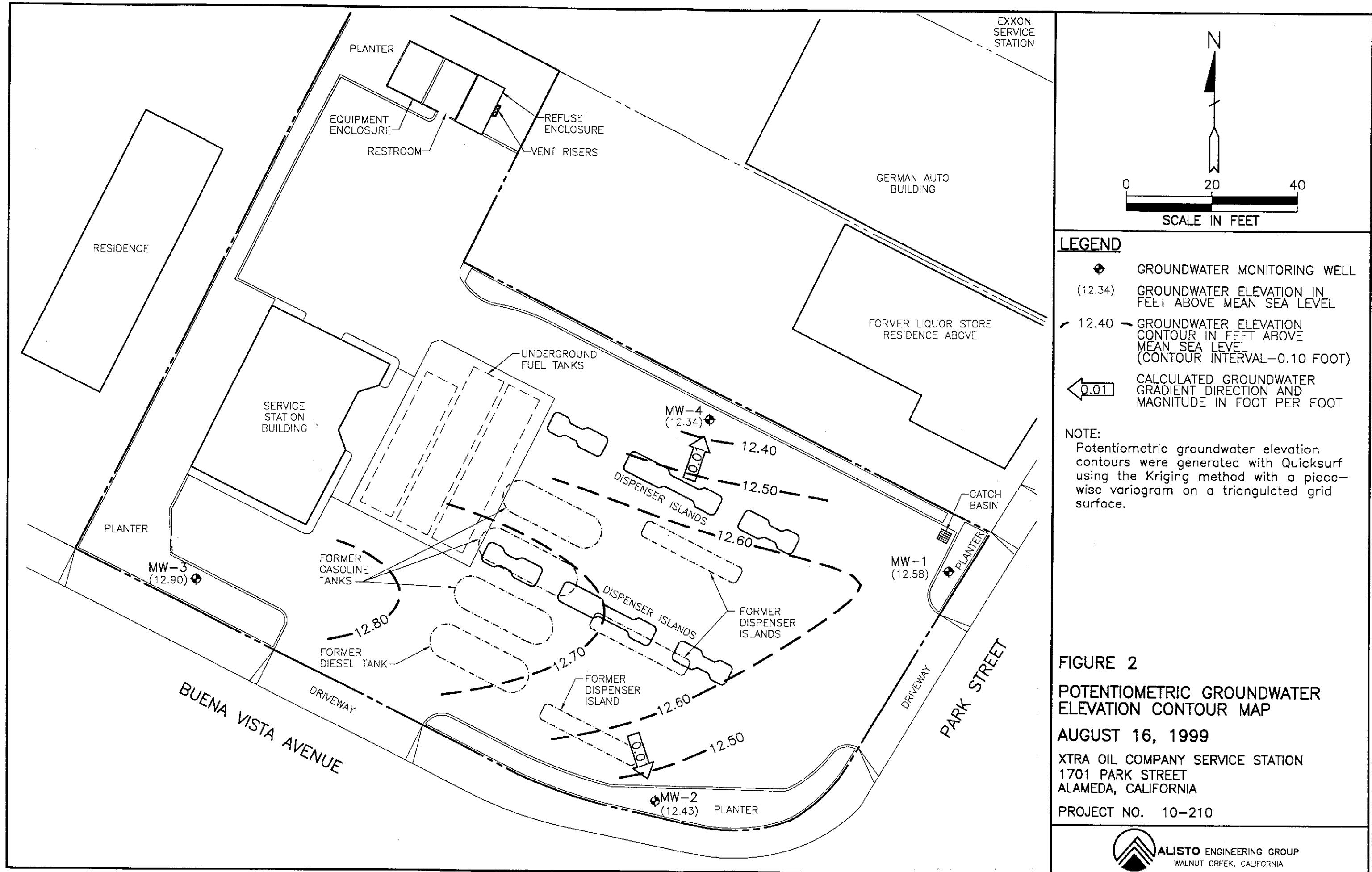
## FIGURE 1 SITE VICINITY MAP

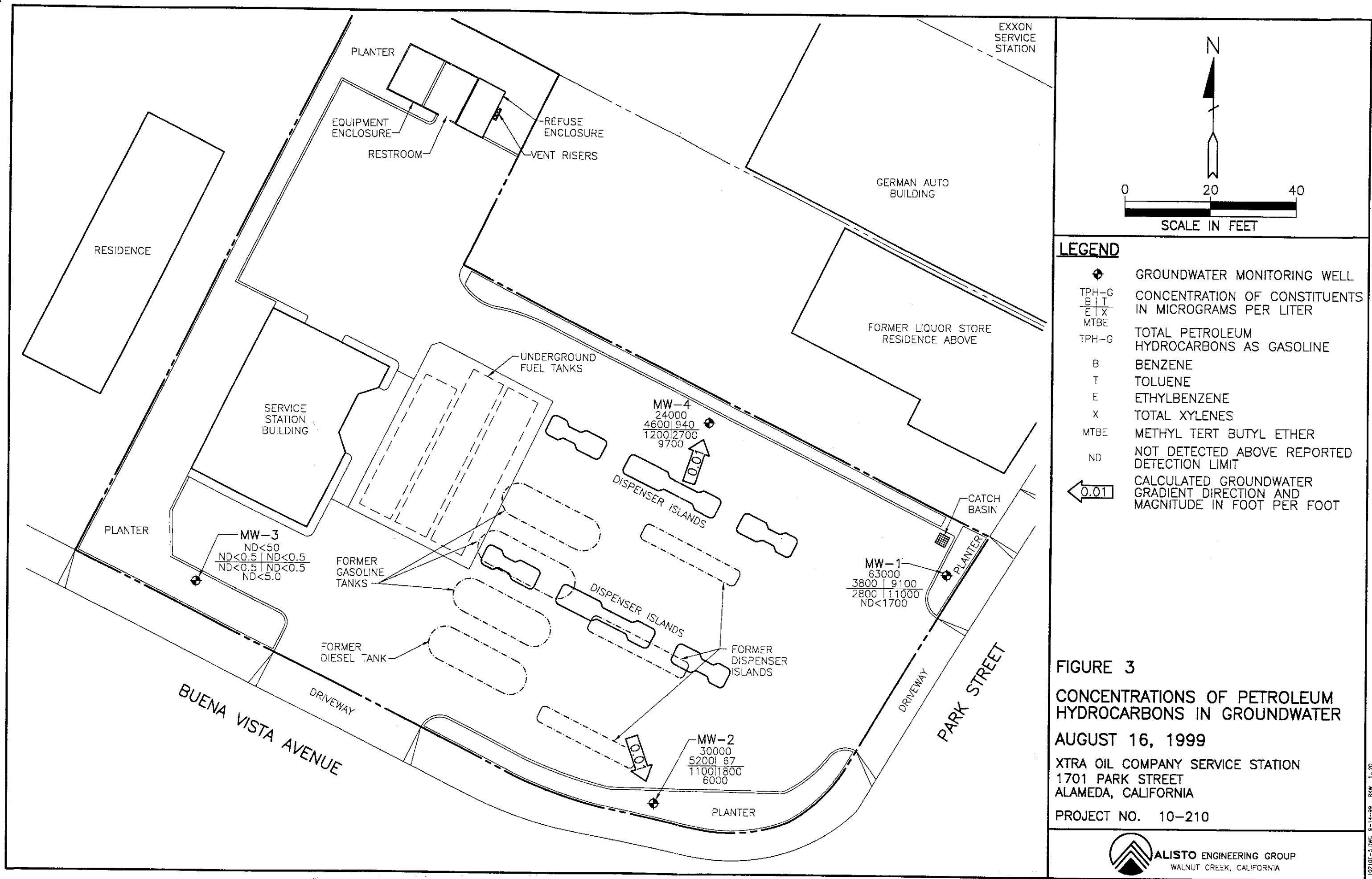
XTRA OIL COMPANY SERVICE STATION  
1701 PARK STREET  
ALAMEDA, CALIFORNIA

PROJECT NO. 10-210



ALISTO ENGINEERING GROUP  
WALNUT CREEK, CALIFORNIA





**APPENDIX A**  
**WATER SAMPLING FIELD SURVEY FORMS**

**ALISTO**

ENGINEERING

GROUP

1575 TREAT BOULEVARD, SUITE 201

WALNUT CREEK CA 94598 (510) 295-1650 FAX 295-1823

**Field Report / Sampling Data Sheet**

Project No.

10-210-10-003

Date:

8/16/99

Address

1701 Park Street

Day:

MTWTF

Contract No.

n/a

City:

Alameda

Station No.

XTRA

Sampler:

**DEPTH TO GROUNDWATER SUMMARY**

WELL ID	SAMPLE ID	WELL DIAM	TOTAL DEPTH	DEPTH TO WATER	PRODUCT THICKNESS	TIME MONITORED	COMMENTS:
MW-1	5-3/S-5	2"	20.00	7.02	Ø	14:16	
MW-2	5-4	2"	20.00	8.04	0.21	14:20	Product = 0.21'
MW-3	5-1	2"	20.00	7.67	Ø	14:08	
MW-4	5-2	2"		7.35	Sheen/odor	14:12	

**FIELD INSTRUMENT CALIBRATION DATA**

pH METER  4.00      7.00  10.00 TEMPERATURE COMPENSATED Y N TIME 11:00 WEATHER Sunny  
 D.O. METER \_\_\_\_\_ ZERO d.O. SOLUTION \_\_\_\_\_ BAROMETRIC PRESSURE \_\_\_\_\_ TEMP \_\_\_\_\_  
 CONDUCTIVITY METER \_\_\_\_\_ 10,000 TURBIDITY METER \_\_\_\_\_ 5.0 NTU OTHER \_\_\_\_\_  
 LEAK DETECTOR: \_\_\_\_\_ ALARM MODE \_\_\_\_\_ NON ALARM MODE

Well ID	Depth to Wat	Diam	Cap/Loc	Product	Det	Iridescence	Gal.	Time	*F	pH	E.C.	D.O.	<input type="radio"/> EPA 601
MW-3	7.67	2"	OK			Y N	2	14:58	71.6	6.45	421	2.6	<input checked="" type="checkbox"/> TPH-G/BTEX
Total Depth - Water Level =	x Well Vol. Factor =	x#vol. to Purge =	PurgeVol.	4	15:04	68.9	7.37	424	2.5				<input type="radio"/> TPH Diesel
20 - 7.67 = 12.33	x 16 x 3 = 5.9			6	15:12	68.8	7.42	423	2.7				<input type="radio"/> TOG 5520
Purge Method: OSurface Pump	ODisp.Tube	OWinch	ODisp. Bailer(s)	OSys Port									TIME/SAMPLE ID
Comments:													15:15 / S-1

# ALISTO

## Field Report / Sampling Data Sheet

ENGINEERING

GROUP

1575 TREAT BOULEVARD, SUITE 201

WALNUT CREEK CA 94598 (510) 295-1650 FAX 295-1823

Project No.

10-210-10-003

Date:

8/16/99

Address

1701 Park Street

Day:

M T W TH F

Contract No.

10-98-154

City:

Alameda

Station No.

XTRA

Sampler:

Well ID	Depth to Wat	Diam	Cap/Loc	Product	De	Iridescenc	Gal.	Time	Temp *F	pH	E.C.	D.O.	
MW-4	7.35				Y	N	2	15:33	67.7	7.99	737	2.2	<input type="radio"/> EPA 601
							4	15:40	67.0	7.24	795	3.4	<input checked="" type="checkbox"/> TPH-G/BTEX

Total Depth - Water Level = x Well Vol. Factor = x#vol. to Purge = PurgeVol.

$$20 - 7.35 = 12.65 \times 0.16 = 2.02 \times 3 = 6.06$$

Purge Method: OSurface Pump ODisp.Tube OWinch ODisp. Bailer(s) OSys Port

Comments: Slow recharge 4 gallons purged

Well ID	Depth to Wat	Diam	Cap/Loc	Product	De	Iridescenc	Gal.	Time	Temp *F	pH	E.C.	D.O.	
MW-1	7.02				Y	N	2	16:01	72.1	7.19	582	1.4	<input type="radio"/> EPA 601
							4	16:06	72.3	7.07	519	1.4	<input checked="" type="checkbox"/> TPH-G/BTEX
							6.2	16:11	72.4	7.13	516	1.3	<input type="radio"/> TPH Diesel

Purge Method: OSurface Pump ODisp.Tube OWinch ODisp. Bailer(s) OSys Port

Comments:

Well ID	Depth to Wat	Diam	Cap/Loc	Product	De	Iridescenc	Gal.	Time	Temp *F	pH	E.C.	D.O.	
MW-2	8.04				Y	N	2	16:40	72.3	7.31	920	3.1	<input type="radio"/> EPA 601
							4	16:44	71.8	7.41	917	2.4	<input checked="" type="checkbox"/> TPH-G/BTEX
							5.75	16:47	71.6	7.39	915	2.6	<input type="radio"/> TPH Diesel

Purge Method: OSurface Pump ODisp.Tube OWinch ODisp. Bailer(s) OSys Port

Comments:

16:50 154

**APPENDIX B**

**LABORATORY REPORT AND CHAIN OF CUSTODY RECORD**



McCAMPBELL ANALYTICAL INC.

110 2nd Avenue South, #D7, Pacheco, CA 94553-5560  
Telephone : 925-798-1620 Fax : 925-798-1622  
<http://www.mccampbell.com> E-mail: main@mccampbell.com

Alisto Engineering Group 1575 Treat Blvd, Ste 201 Walnut Creek, CA 94598	Client Project ID: #10-210-10-003; Groundwater Sampling	Date Sampled: 08/16/99
	Client Contact: Brady Nagle	Date Extracted: 08/17/99
	Client P.O:	Date Analyzed: 08/17/99

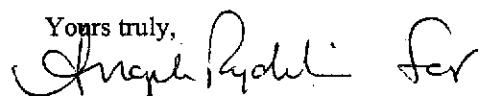
08/24/99

Dear Brady:

Enclosed are:

- 1). the results of 5 samples from your #10-210-10-003; Groundwater Sampling project,
- 2). a QC report for the above samples
- 3). a copy of the chain of custody, and
- 4). a bill for analytical services.

All analyses were completed satisfactorily and all QC samples were found to be within our control limits. If you have any questions please contact me. McCampbell Analytical Laboratories strives for excellence in quality, service and cost. Thank you for your business and I look forward to working with you again.

Yours truly,  
  
Edward Hamilton, Lab Director



McCAMPBELL ANALYTICAL INC.

110 2nd Avenue South, #D7, Pacheco, CA 94553-5560  
Telephone : 925-798-1620 Fax : 925-798-1622  
<http://www.mccampbell.com> E-mail: main@mccampbell.com

Alisto Engineering Group 1575 Treat Blvd, Ste 201 Walnut Creek, CA 94598	Client Project ID: #10-210-10-003; Groundwater Sampling			Date Sampled: 08/16/99		
				Date Received: 08/17/99		
	Client Contact: Brady Nagle				Date Extracted: 08/18-08/19/99	
	Client P.O:				Date Analyzed: 08/18-08/19/99	

**Gasoline Range (C6-C12) Volatile Hydrocarbons as Gasoline\*, with Methyl tert-Butyl Ether\* & BTEX\***

EPA methods 5030, modified 8015, and 8020 or 602; California RWQCB (SF Bay Region) method GCFID(5030)

Lab ID	Client ID	Matrix	TPH(g)*	MTBE	Benzene	Toluene	Ethylbenzene	Xylenes	% Recovery Surrogate
17415	S-1	W	ND	ND	ND	ND	ND	ND	105
17416	S-2	W	24,000,a	9700	4600	940	1200	2700	105
17417	S-3	W	63,000,a,h	ND<1700	3800	9100	2800	11,000	106
17418	S-4	W	30,000,a	6000	5200	67	1100	1800	102
17419	S-5	W	64,000,a	ND<1400	3700	8800	2800	11,000	103
Reporting Limit unless otherwise stated; ND means not detected above the reporting limit	W	50 ug/L	5.0	0.5	0.5	0.5	0.5		
	S	1.0 mg/kg	0.05	0.005	0.005	0.005	0.005		

\* water and vapor samples are reported in ug/L, wipe samples in ug/wipe, soil and sludge samples in mg/kg, and all TCLP and SPLP extracts in ug/L

\* cluttered chromatogram; sample peak coelutes with surrogate peak

The following descriptions of the TPH chromatogram are cursory in nature and McCampbell Analytical is not responsible for their interpretation: a) unmodified or weakly modified gasoline is significant; b) heavier gasoline range compounds are significant(aged gasoline?); c) lighter gasoline range compounds (the most mobile fraction) are significant; d) gasoline range compounds having broad chromatographic peaks are significant; biologically altered gasoline?; e) TPH pattern that does not appear to be derived from gasoline (?); f) one to a few isolated peaks present; g) strongly aged gasoline or diesel range compounds are significant; h) lighter than water immiscible sheen is present; i) liquid sample that contains greater than ~5 vol. % sediment; j) no recognizable pattern.

DHS Certification No. 1644

Edward Hamilton, Lab Director

McCAMPBELL ANALYTICAL INC.

110 2nd Avenue South, #D7, Pacheco, CA 94553  
Tele: 925-798-1620 Fax: 925-798-1622

## QC REPORT FOR HYDROCARBON ANALYSES

Date: 08/18/99

Matrix: WATER

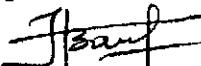
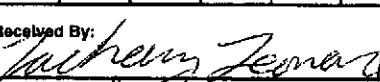
Analyte	Concentration (ug/L)			Amount Spiked	% Recovery		RPD
	Sample (#17000)	MS	MSD		MS	MSD	
TPH (gas)	0.0	105.9	104.1	100.0	105.9	104.1	1.7
Benzene	0.0	10.0	10.1	10.0	100.0	101.0	1.0
Toluene	0.0	10.3	10.3	10.0	103.0	103.0	0.0
Ethyl Benzene	0.0	10.5	10.5	10.0	105.0	105.0	0.0
Xylenes	0.0	31.7	31.7	30.0	105.7	105.7	0.0
TPH(diesel)	0.0	8289	8104	7500	111	108	2.3
TRPH (oil & grease)	0	26000	25500	23700	110	108	1.9

% Rec. = (MS - Sample) / amount spiked x 100

RPD = (MS - MSD) / (MS + MSD) x 2 x 100

ALISTO ENGINEERING GROUP  
CHAIN OF CUSTODY

16369 - negat. doc

<b>Project Information:</b>					<b>Report To:</b>					<b>Samples Submitted To:</b>							
Project No: 10-210-10-003 Project Title: Groundwater Sampling Location: Xtra Oil Station 1701 Park Avenue, Alameda					Consultant: Alisto Engineering Group Address: 1575 Treat Blvd., Suite 201 Walnut Creek, CA 94598 Contact: Brady Nagle Phone: (925) 295-1650 Fax: (925) 295-1823					Laboratory: McCampbell Analytical Address: 110 Second Avenue, Suite D7 Pacheco, California Contact: Ed Hamilton Phone: 925.798.1620 Fax: 925.798.1622							
Sampler's Name: Hamidou Barry (print) Sampler's Signature: 					<b>Bill To:</b> Consultant: Alisto Engineering Address: 1575 Treat Blvd., Suite 201 Walnut Creek, CA 94598					Date Results Required: Date Report Required:							
<b>TURN AROUND TIME</b> RUSH <input type="checkbox"/> 24 Hour <input type="checkbox"/> 48 Hour <input type="checkbox"/> 5 Day <input type="checkbox"/> Standard (10-14 days) <input checked="" type="checkbox"/>					<b>ANALYSIS</b>												
					TPH-Gasoline (EPA 8015)	BTEX/MTBE (EPA 8020)											
																<b>COMMENTS</b>	
Sample ID.      Date      # Containers      Matrix																Container / VOA Preservative/ HCl	
S-1      8/16/99      3      Water					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										17415	
S-2      8/16/99      3      Water					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										17416	
S-3      8/16/99      3      Water					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										17417	
S-4      8/16/99      3      Water					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										17418	
S-5      8/16/99      3      Water					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>										17419	
					ICE? <input checked="" type="checkbox"/> GOOD CONDITION <input checked="" type="checkbox"/> HEAD SPACE ABSENT <input checked="" type="checkbox"/>					PRESERVATION <input checked="" type="checkbox"/> APPROPRIATE <input checked="" type="checkbox"/> CONTAINERS <input checked="" type="checkbox"/>					VOAS   O&G   METALS   OTHER		
Relinquished By:		Date: 8/17/99	Time: 13:00	Received By: 		Date: 8/17/99	Time: 13:00	<b>SPECIAL INSTRUCTIONS:</b>  Bill Xtra Oil directly for the analytical costs.									
Relinquished By:		Date: 8/17/99	Time: 15:00	Received By: 		Date: 8/17/99	Time: 15:00										
Relinquished By:		Date:	Time:	Received By:		Date:	Time:										