

ALAMEDA COUNTY
HEALTH CARE SERVICES
AGENCY
ALEX BRISCOE, Agency Director



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

April 7, 2015

Gordon L. Linden Trust
150 La Salle Avenue
Piedmont, CA 94610-1233

Helen C. Connell Trust et al., W. A. Connell Trust C,
Estate of W. A. Connell
101 Gleneden Avenue
Oakland, CA 94611

George C. and Kay T. Hill et al. Trust
305 Sheridan Avenue
Piedmont, CA 94611

3093 Broadway Holdings LLC
c/o Sean Burton
10877 Wilshire Boulevard, Suite 1200
Los Angeles, CA 90024

Hawthorne Broadway LLC
150 La Salle Avenue
Piedmont, CA 94610-1233

Subject: Notice of Responsibility Update, Fuel Leak Case No. RO0000199 and GeoTracker Global ID T0600100406, Connell Oldsmobile, 3093 Broadway, Oakland, CA 94611

Dear Responsible Parties:

In a previous Notice of Requirement to Reimburse and Notice of Responsibility, the Helen C. Connell Trust et al., George C. & Kay Hill, W. A. Connell Trust, and the Gordon Linden Trust were notified that the above referenced site had been placed in the Local Oversight Program and that they had been named as Responsible Parties for the fuel leak case. Additional parties have been named as Responsible Parties for the fuel leak case in the attached updated NOR, as defined under 23 C.C.R Sec. 2720. Please see Attachment A – Responsible Parties Data Sheet, which identifies all Responsible Parties and provides background on the unauthorized release and Responsible Party Identification.

Should you have any questions, please contact me at (510) 567-6708 or send me an e-mail message at karel.detterman@acgov.org.

Sincerely,

Karel Detterman, P.G.
Hazardous Materials Specialist

Enclosures: Attachment A – Responsible Parties Data Sheet
Attachment 1 – Responsible Party (ies) Legal Requirements / Obligations
ACEH Cleanup Oversight Programs Electronic Report upload (ftp) Instructions

cc: Dilan Roe, ACEH (sent via electronic mail to: dilan.roe@acgov.org)
Karel Detterman, ACEH (sent via electronic mail to: karel.detterman@acgov.org)
Cindy Davis, SWRCB, (sent via electronic mail to: cindy.davis@waterboards.ca.gov)
Case Electronic File, GeoTracker



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #: 7009 2820 0001 4359 8495

April 07, 2015

NOTICE OF RESPONSIBILITY

<p><u>Site Name & Address:</u></p> <p>CONNELL OLDSMOBILE</p> <p>3093 BROADWAY</p> <p>Oakland, CA 94611</p>

Local ID:	RO0000199
Related ID:	469
RWQCB ID:	01-0447
Global ID:	T0600100406

Responsible Party:

3093 BROADWAY HOLDINGS LLC
C/O: SEAN BURTON
10877 WILSHIRE BLVD., SUITE 1200
LOS ANGELES CA 90024


Date First Reported:	10/3/1989
Substance:	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
Funding for Oversight:	LOPS - LOP State Fund
Multiple RPs?:	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified 3093 BROADWAY HOLDINGS LLC as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

 Date: 04-07-2015
Ronald Browder, Acting Director
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

April 07, 2015

NOTICE OF RESPONSIBILITY

<p><u>Site Name & Address:</u> CONNELL OLDSMOBILE 3093 BROADWAY Oakland, CA 94611</p>

Local ID:	RO0000199
Related ID:	469
RWQCB ID:	01-0447
Global ID:	T0600100406

Responsible Party:

GORDON L. LINDEN TRUST
GEORGE C. & KAY HILL
150 LA SALLE AVE
PIEDMONT CA 94610-1233

Date First Reported:	10/3/1989
Substance:	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
Funding for Oversight:	LOPS - LOP State Fund
Multiple RPs?:	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified GORDON L. LINDEN TRUST as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

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Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.


Ronald Browder, Acting Director
Contract Project Director
Date: 04-07-2015

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

April 07, 2015

NOTICE OF RESPONSIBILITY

Site Name & Address:
CONNELL OLDSMOBILE
3093 BROADWAY
Oakland, CA 94611

Local ID:	RO0000199
Related ID:	469
RWQCB ID:	01-0447
Global ID:	T0600100406

Responsible Party:

**HELEN C. CONNELL TRUST ET AL.,
W.A. CONNELL TRUST C, ESTATE OF W.A.
CONNELL**
**101 GLENEDEN AVE
OAKLAND CA 94611**

Date First Reported:	10/3/1989
Substance:	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
Funding for Oversight:	LOPS - LOP State Fund
Multiple RPs?:	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified HELEN C. CONNELL TRUST ET AL., W.A. CONNELL TRUST C, ESTATE OF W.A. CONNELL as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

Ronald Browder Date: *04-07-2015*

Ronald Browder, Acting Director
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #: 7009 2820 0001 4359 8501

April 07, 2015

NOTICE OF RESPONSIBILITY

<p><u>Site Name & Address:</u> CONNELL OLDSMOBILE 3093 BROADWAY Oakland, CA 94611</p>

Local ID:	RO0000199
Related ID:	469
RWQCB ID:	01-0447
Global ID:	T0600100406

Responsible Party:

HAWTHORNE BROADWAY LLC
150 LA SALLE AVENUE
PIEDMONT CA 94610

Date First Reported:	10/3/1989
Substance:	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
Funding for Oversight:	LOPS - LOP State Fund
Multiple RPs?:	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified HAWTHORNE BORADWAY LLC as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

 Date: 04-07-2015
Ronald Browder, Acting Director
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File



AGENCY

ALEX BRISCOE, Agency Director

Certified Mail #:

April 07, 2015

NOTICE OF RESPONSIBILITY

Site Name & Address:
CONNELL OLDSMOBILE
3093 BROADWAY
Oakland, CA 94611

Local ID:	RO0000199
Related ID:	469
RWQCB ID:	01-0447
Global ID:	T0600100406

Responsible Party:

GEORGE C. & KAY T. HILL ET AL. TRUST
305 SHERIDAN AVENUE
PIEDMONT CA 94611

Date First Reported:	10/3/1989
Substance:	8006619 Gasoline-Automotive (motor gasoline and additives), leaded & unleaded
Funding for Oversight:	LOPS - LOP State Fund
Multiple RPs?:	Yes

Pursuant to sections 25297.1 and 25297.15 of the Health and Safety Code, you are hereby notified that the above site has been placed in the Local Oversight Program and the individual(s) or entity(ies) shown above, or on the attached list, has (have) been identified as the party(ies) responsible for investigation and cleanup of the above site. Section 25297.15 further requires the primary or active Responsible Party to notify all current record owners of fee title before the local agency considers cleanup or site closure proposals or issues a closure letter. For purposes of implementing section 25297.15, this agency has identified GEORGE C. & KAY T. HILL ET AL. TRUST as the primary or active Responsible Party. It is the responsibility of the primary or active Responsible Party to submit a letter to this agency, within 20 calendar days of receipt of this notice that identifies all current record owners of fee title. It is also the responsibility of the primary or active Responsible Party to certify to the local agency that the required notifications have been made at the time a cleanup or site closure proposal is made or before the local agency makes a determination that no further action is required. If property ownership changes in the future, you must notify this local agency within 20 calendar days from when you are informed of the change.

Any action or inaction by this local agency associated with corrective action, including responsible party identification, is subject to petition to the State Water Resources Control Board. Petitions must be filed within 30 days from the date of the action/inaction. To obtain petition procedures, please FAX your request to the State Water Board at (916) 341-5808 or telephone (916) 341-5752.

Pursuant to section 25296.10(c)(6) of the Health and Safety Code, a responsible party may request the designation of an administering agency when required to conduct corrective action. Please contact this office for further information about the designation process.

Please contact your caseworker KAREL DETTERMAN at this office at (510) 567-6708 if you have questions regarding your site.

 Date: 04-07-2015
Ronald Browder, Acting Director
Contract Project Director

Action:	Update
Reason:	ADD

Attachment A: Responsible Parties Data Sheet

cc: Cindy Davis, SWRCB (email: cindy.davis@waterboards.ca.gov) | Dilan Roe (email: dilan.roe@acgov.org), File

ALAMEDA COUNTY ENVIRONMENTAL HEALTH
LUFT LOCAL OVERSIGHT PROGRAM

ATTACHMENT A - RESPONSIBLE PARTIES DATA SHEET

April 07, 2015

Site Name & Address:

**CONNELL OLDSMOBILE
3093 BROADWAY
Oakland, CA 94611**

**Local ID: RO0000199
Related ID: 469
RWQCB ID: 01-0447
Global ID: T0600100406**

All Responsible Parties

RP has been named a Primary RP - HELEN C. CONNELL TRUST ET AL., W.A. CONNELL TRUST C, ESTATE OF W.A. CONNELL

101 GLENEDEN AVE | OAKLAND, CA 94611 | No Phone Number Listed

RP has been named a Primary RP - GORDON L. LINDEN TRUST

GEORGE C. & KAY HILL

150 LA SALLE AVE | PIEDMONT, CA 94610 | No Phone Number Listed

RP has been named a Primary RP - GEORGE C. & KAY T. HILL ET AL. TRUST

305 SHERIDAN AVENUE | PIEDMONT, CA 94611 | No Phone Number Listed

RP has been named a Primary RP - HAWTHORNE BROADWAY LLC

150 LA SALLE AVENUE | PIEDMONT, CA 94610 | No Phone Number Listed

RP has been named a Primary RP - 3093 BROADWAY HOLDINGS LLC

C/O: SEAN BURTON

10877 WILSHIRE BLVD., SUITE 1200 | LOS ANGELES, CA 90024 | No Phone Number Listed

Responsible Party Identification Background

Alameda County Environmental Health (ACEH) names a "Responsible Party," as defined under 23 C.C.R Sec. 2720. Section 2720 defines a responsible party 4 ways. An RP can be:

1. "Any person who owns or operates an underground storage tank used for the storage of any hazardous substance."
2. "In the case of any underground storage tank no longer in use, any person who owned or operated the underground storage tank immediately before the discontinuation of its use."
3. "Any owner of property where an unauthorized release of a hazardous substance from an underground storage tank has occurred."
4. "Any person who had or has control over an underground storage tank at the time of or following an unauthorized release of a hazardous substance."

ATTACHMENT A - RESPONSIBLE PARTIES DATA SHEET (Continued)

April 07, 2015

Responsible Party Identification

Existence of Unauthorized Release

On December 18, 1989, one 2,000-gallon gasoline, one 650-gallon diesel, and one 425-gallon waste oil underground storage tanks (USTs) were removed from the site. Following UST removal activities, a Preliminary Site Investigation was conducted at the site. Concentrations of up to 31,000 milligrams per kilogram (mg/kg) Total Petroleum Hydrocarbons as Gasoline (TPHg) and 190 mg/kg benzene were documented in soil samples. Concentrations of up to 2,100 micrograms per liter (ug/L) benzene were documented in a water sample collected from the UST excavation. Free product was observed 35 feet from the UST area. These data indicate that an unauthorized release from the USTs had occurred at the site.

Responsible Party Identification

The subject property consists of four Assessor's Parcel Numbers: 9-705-1-4, 9-705-1-8, 9-705-2-1, and 9-705-2-2.

Ownership of the subject property was maintained by the individual, estate, trustee, or the trust of W. A. Connell and Helen C. Connell et al. from March 1969 until September 1993. The individual, estate, trustee, or the trust of W. A. Connell and Helen C. Connell et al. is a responsible party because it owned the USTs (Definition 1), operated the USTs for storage of hazardous substances (Definition 2), owned the property where an unauthorized release of a hazardous substance from an underground storage tank has occurred (Definition 3), and had control over the USTs at the time of or following an unauthorized release of a hazardous substance (Definition 4).

Ownership of the subject property was maintained by the individual, trustee, or the trust of Gordon L. Linden in part or in whole from August 1997 until August 2009. The individual, trustee, or the trust of Gordon L. Linden is a responsible party because it owned the property where an unauthorized release of a hazardous substance occurred (Definition 3).

Ownership of the subject property was maintained by the individual, trustee, or the trust of George C. and Kay T. Hill et al. in part or in whole from September 1993 until January 2015. The individual, trustee, or the trust of Gordon L. Linden is a responsible party because it owned the property where an unauthorized release of a hazardous substance occurred (Definition 3).

Hawthorne Broadway LLC owned in part or in whole the subject property from August 2009 until January 2015. Hawthorne Broadway LLC is a responsible party because it owned the property where an unauthorized release of a hazardous substance occurred (Definition 3).

3093 Broadway Holdings LLC purchased the subject property in January 2015. 3093 Broadway Holdings LLC is a responsible party because it owns the property where an unauthorized release of a hazardous substance occurred (Definition 3).

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

ACEH's Environmental Cleanup Oversight Programs (LOP and SLIC) 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 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 Spills, Leaks, Investigations, and Cleanup (SLIC) 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 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, 6835, 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, later 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 SLIC)	REVISION DATE: May 15, 2014
	ISSUE DATE: July 5, 2005
	PREVIOUS REVISIONS: October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010, July 25, 2010
SECTION: Miscellaneous Administrative Topics & Procedures	SUBJECT: 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
 - 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 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.