



April 19, 2013

**Roya C. Kambin**  
Project Manager  
Marketing Business Unit

**Chevron Environmental  
Management Company**  
6101 Bollinger Canyon Road  
San Ramon, CA 94583  
Tel (925) 790-6270  
RKLG@chevron.com

Mr. Jerry Wickham  
Alameda County Health Care Services  
1131 Harbor Bay Parkway, Suite 250  
Alameda, California 94502

**RECEIVED**

*By Alameda County Environmental Health at 1:27 pm, Apr 22, 2013*

**RE: Pilot Test Work Plan Addendum**

800, 726, and 706 Harrison Street  
Oakland, California 94607  
Fuel Leak Case No.: RO0000231, RO0000321, and RO0000484  
Comingled Plume Claim #6678

Dear Mr. Wickham,

I declare under penalty of perjury that to the best of my knowledge the information and/or recommendations contained in the attached report is/are true and correct.

If you have any questions or need additional information, please contact me at (925) 790-6270.

Sincerely,

A handwritten signature in black ink, appearing to read "Roya Kambin".

Roya Kambin  
Union Oil of California – Project Manager

Attachment  
Pilot Test Work Plan Addendum



ARCADIS U.S., Inc.  
2000 Powell Street  
7<sup>th</sup> Floor  
Emeryville  
California 94608  
Tel 510.652.4500  
Fax 510.652.4906  
[www.arcadis-us.com](http://www.arcadis-us.com)

Mr. Jerry Wickham  
Senior Hazardous Materials Specialist  
Alameda County Department Environmental Health  
1131 Harbor Bay Parkway  
Alameda, California 94502-6577

ENVIRONMENT

Subject:

**Pilot Test Work Plan Addendum**

800, 726, and 706 Harrison Street  
Oakland, California 94607  
Fuel Leak Case No.: RO0000231, RO0000321, and RO0000484  
Comingled Plume Claim #6678

Date:  
April 19, 2013

Dear Mr. Wickham:

Contact:  
Katherine Brandt

ARCADIS U.S. Inc. (ARCADIS), on behalf of Chevron Environmental Management Company, for itself and as Attorney-in-Fact for Union Oil Company of California (hereinafter "EMC"), has prepared this *Multi-Phase Extraction and Air Sparge/Soil Vapor Extraction Pilot Test Work Plan Addendum* (work plan addendum). This work plan addendum presents additional details for pilot testing activities associated with the former Unocal Service Station 0752, located at 800 Harrison Street, the former Shell Station located at 726 Harrison Street, and the former Atlantic Richfield Company (ARCO) Service Station located at 706 Harrison Street in Oakland, California (collectively referred to as the site – see Figures 1 and 2).

Phone:  
510.596.9675

Email:  
[Katherine.Brandt@arcadis-us.com](mailto:Katherine.Brandt@arcadis-us.com)

Our ref:  
B0047339.2013

A *Multi-Phase Extraction and Air Sparge/Soil Vapor Extraction Pilot Test Work Plan* was submitted to the Alameda County Department of Environmental Health (ACEH) on February 12, 2013. This work plan addendum has been prepared in response to one technical comment regarding monitoring during the air sparge/soil vapor extraction (AS/SVE) from the ACEH included in an approval letter dated March 11, 2013. Correspondence from the ACEH is included as Appendix A. This *Pilot Test Work Plan Addendum* describes additional pilot testing activities to address vapor capture during AS/SVE pilot testing activities at the 726 Harrison Street property.

Imagine the result

**AS/SVE Pilot Test Objectives**

The purpose of the AS/SVE pilot test is to determine the effectiveness of air delivery into the groundwater aquifer and vapor capture capability within the vadose zone. The pilot test will be conducted at the 726 Harrison Street property and will include the following tasks:

- Measure air injection flow rate and required injection pressure in existing AS well AS-1.
- Determine optimal AS operating conditions.
- Measure vapor extraction flow rate and associated vacuum in existing vapor extraction well EW-1 and proposed vapor extraction well VE-3.
- Determine an average mass removal rate for the duration of the pilot test by collecting VOC measurements, and flow, vacuum, and temperature data. Flow measurements will be collected in actual cubic feet per minute (acfm) and converted to standard cubic feet per minute for mass calculations with FID measurements.

**Vapor Extraction Well Installation**

One additional vapor extraction well (VE-3) will be installed to serve as an additional vapor extraction point during the AS/SVE pilot test. VE-3 will be installed approximately 8 feet east of AS-1 and approximately 8 feet west of the existing property building. The proposed location of the new vapor extraction well is shown on Figure 3.

Underground utilities will be identified prior to initiating drilling to verify that the proposed boring location is not in conflict with existing underground utilities. Utilities will be identified by calling Underground Service Alert DigAlert Hotline, conducting onsite utility locates with a private utility locator, and reviewing utility as-built maps. In addition, each borehole will be pre-cleared with hand auger or vacuum excavation techniques to at least 8 feet 1 inch bgs, and with a diameter at least 110% the size of the auger to be used. Following borehole clearance, an 8.25-inch hollow stem auger (HSA) will be utilized during VE-3 installation.

Vapor extraction well VE-3 will be installed to a total boring depth of approximately 15 feet below ground surface (bgs). The well will be completed with a 2-inch-diameter Schedule 40 polyvinyl chloride (PVC) casing with a 0.020-inch slot screen extending from approximately 5 to 15 feet bgs. The screen will be installed above the water table based on field observations during drilling and depth to water measurements collected prior to drilling from surrounding monitoring wells MW-1, MW-5 and MW-6 located at the 726 Harrison Street property. The vapor extraction well will be installed and constructed according to ARCADIS' Well Installation Standard Operating Procedure (SOP), and completed with a locking, flush-mount, 12-inch-diameter traffic-rated well box. Drilling augers and sampling tools will be decontaminated after drilling in accordance with ARCADIS Field Equipment Decontamination SOP. Soil cuttings and decontamination water will be collected in labeled drums and temporarily stored on site until the laboratory data has been evaluated. Waste profile forms will be prepared and the soil will be disposed of at an accredited waste disposal facility. All relevant ARCADIS SOPs are included in Appendix B of the *Multi-Phase Extraction and Air Sparge/Soil Vapor Extraction Pilot Test Work Plan*.

During VE-3 well installation, the soil from the borehole will be continuously logged by a geologist in accordance with the Unified Soils Classification System and screened with a flame-ionization detector (FID). The FID results will be recorded on the field boring logs in units of parts per million. Soil samples will be collected for laboratory analysis biased toward the highest probable degree of petroleum hydrocarbon concentration, based on the highest FID readings greater than the background concentration. Soil samples will be collected for laboratory analysis at a frequency of every 5 feet if FID readings are not detected above background concentrations, and if other indicators of potential hydrocarbon impacts (e.g., staining, odor) are absent. If elevated FID readings or other indicators of potential hydrocarbon impacts are observed during well installation, additional soil samples will be collected.

The soil samples will be analyzed for the presence of the following constituents:

- TPHH by United States Environmental Protection Agency (USEPA) Method 8260B
- Benzene, toluene, ethylbenzene, and total xylenes, methyl tert-butyl ether (MTBE), ethylene dibromide (EDB), and ethylene dichloride (EDC) by USEPA Method 8260B

**AS/SVE Pilot Test Details**

The AS/SVE pilot test activities and procedures are discussed in-depth in the *Multi-Phase Extraction and Air Sparge/Soil Vapor Extraction Pilot Test Work Plan* submittal. The following section provides an overview of AS/SVE pilot test activities and procedures and describes incorporation of additional vapor extraction well VE-3.

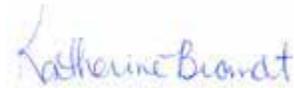
The AS pilot test will consist of injecting air into one existing AS well (AS-1) located at 726 Harrison Street. A step test will be performed to determine formation breakthrough pressure. ARCADIS anticipates that the injection pressure during pilot testing will range from 1 to 12 pounds per square inch, with a flow rate of approximately 5 to 10 acfm.

Vacuum will be applied to existing extraction well EW-1 (approximately 8 feet northwest of AS-1) and proposed vapor extraction well VE-3 (approximately 8 feet east of AS-1) to capture vapors from the vadose zone during AS pilot testing. Vapor extraction from EW-1 and VE-3 will commence prior to AS pilot testing activities. The initial applied wellhead vacuum at EW-1 and VE-3 will be 40 inches of water (inH<sub>2</sub>O). Vapor extraction will operate for approximately 15 minutes or until flow is observed at the initial vacuum conditions. If flow is not observed after 15 minutes of operation, the wellhead vacuum will be increased by 20 inH<sub>2</sub>O at each well. This procedure will continue until flow is observed from EW-1 and VE-3. The depth to groundwater measurements in nearby monitoring well MW-1 during the August 9, 2012 and February 27, 2013 monitoring events were 17.82 feet bgs and 18.21 feet bgs, respectively. A depth to groundwater measurement of 17.82 feet bgs correlates to a screen length of 8.82 feet or 105 inches above the water table. Applied wellhead vacuum will not exceed 105 inH<sub>2</sub>O to mitigate water entrainment issues during soil vapor extraction activities. If no flow or water entrainment is observed prior to reaching the 105 inH<sub>2</sub>O threshold, vapor extraction at EW-1 will continue to operate at a wellhead vacuum of 105 inH<sub>2</sub>O throughout AS pilot testing. Based on historical groundwater elevations, ARCADIS does not anticipate that groundwater will be encountered during VE-3 well installation. If groundwater is observed in VE-3 following well installation, possible water entrainment issues during vapor extraction will be mitigated through vacuum adjustment at the wellhead, as appropriate.

If you have any questions or comments regarding the contents of this document, please contact Ms. Roya Kambin of Chevron at 925-790-6270 or by e-mail at [RKambin@Chevron.com](mailto:RKambin@Chevron.com). Alternatively, you may contact Katherine Brandt of ARCADIS at 510.596.9675 or by e-mail at [Katherine.Brandt@arcadis-us.com](mailto:Katherine.Brandt@arcadis-us.com).

Sincerely,

ARCADIS



Katherine Brandt  
Certified Project Manager



David Lay  
Professional Geologist

Enclosures:

Figure 1 Site Location Map  
Figure 2 Site Plan  
Figure 3 Proposed Pilot Test Well Locations

Appendix A Correspondence

Copies:

Ms. Roya Kambin, Chevron Environmental Management Company (Electronic Copy)  
Mr. Eric Hetrick, ConocoPhillips Company (Electronic Copy)  
Ms. Cherie McCaulou, San Francisco Bay Region RWQCB (Geotracker)  
Mr. Muhammad Usman and Mr. Mahmood M. Ali, Property Owners – 800 Harrison Street  
Mr. Peter Yee and Mr. Kin Chan, Property Owners – 726 Harrison Street  
Mr. Bo Gin, Property Owner – 706 Harrison Street

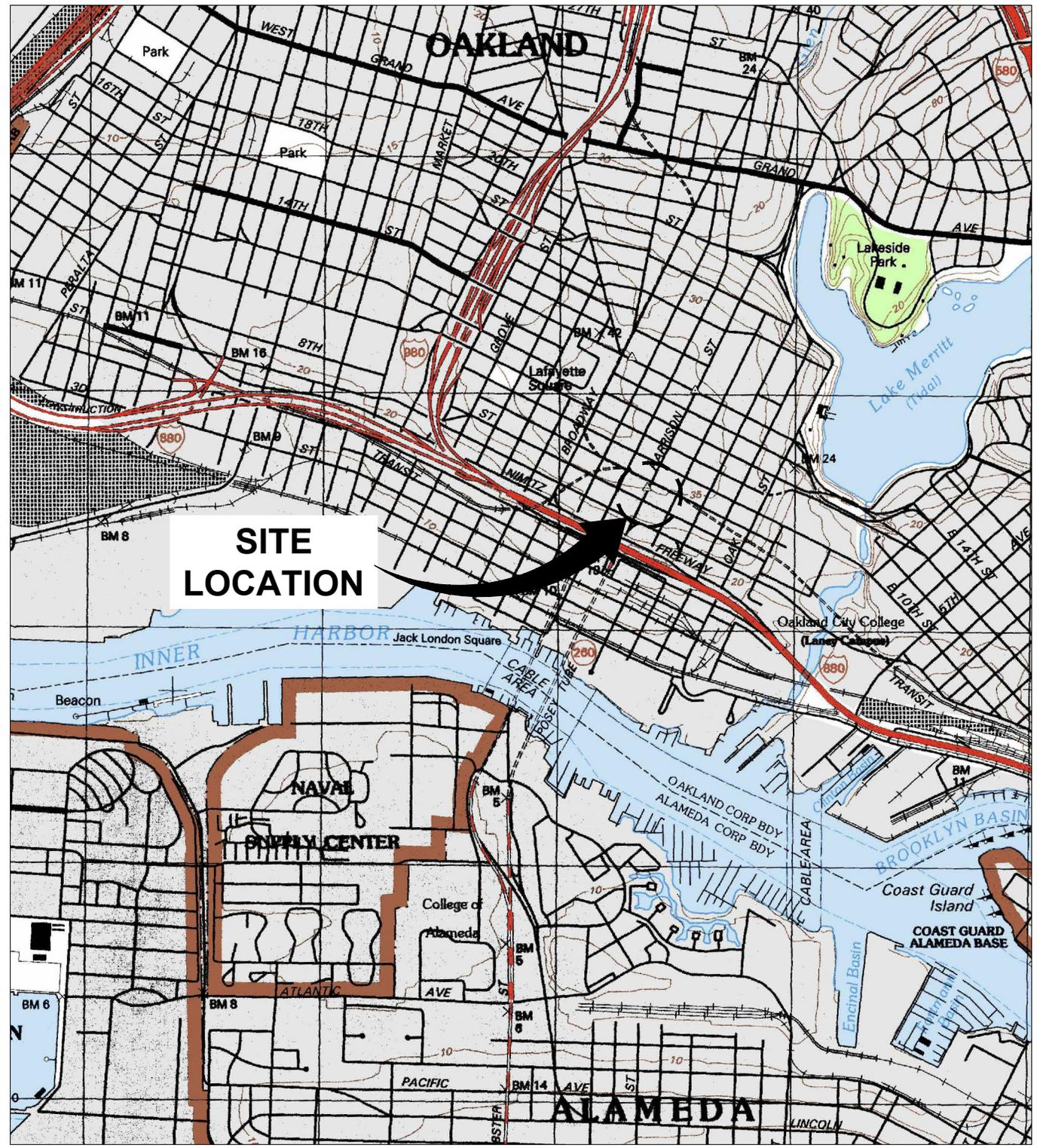
References:

Stantec Consulting Corporation (Stantec). 2009. *Site Conceptual Model 800, 726, and 706 Harrison Street Comingled Plume Oakland, California*, September 30, 2009.

ARCADIS

**Figures**

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REFERENCE: BASE MAP USGS 7.5. MIN. TOPO. QUAD., OAKLAND WEST, CALIFORNIA, 1993.



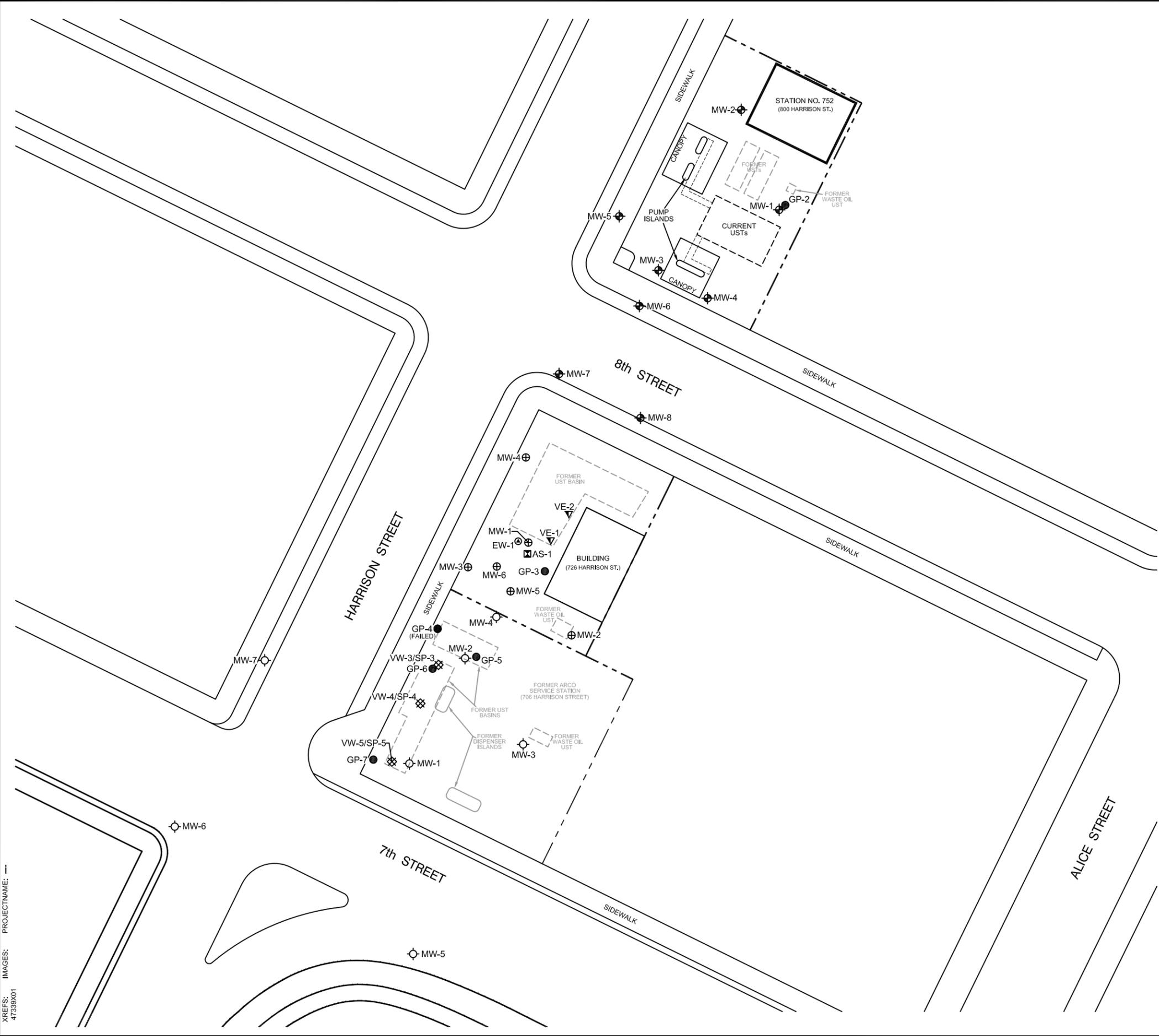
UNION OIL OF CALIFORNIA  
 STATION NO. 0752/YEE/GIN COMMINGLED  
 706/726/800 HARRISON STREET  
 OAKLAND, CALIFORNIA

**SITE LOCATION MAP**



FIGURE  
**1**

CITY: PETALUMA, CA DIV/GROUP: ENV DB: J. HARRIS  
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**LEGEND**

- PROPERTY BOUNDARY
- PRODUCT PIPING
- MW-1 ⊕ GROUNDWATER MONITORING WELL (UNOCAL)
- MW-1 ⊙ GROUNDWATER MONITORING WELL (GIN)
- VW-3/SP-3 ⊗ SOIL VAPOR/SPARGE WELL (UNABLE TO LOCATE) (GIN)
- MW-1 ⊕ GROUNDWATER MONITORING WELL (YEE)
- AS-1 ⊠ AIR SPARGE WELL (YEE)
- EW-1 ⊕ EXTRACTION WELL (YEE)
- VE-1 ▽ DESTROYED WELL (YEE)
- GP-2 ● GEOPROBE™ (JUNE 2011)

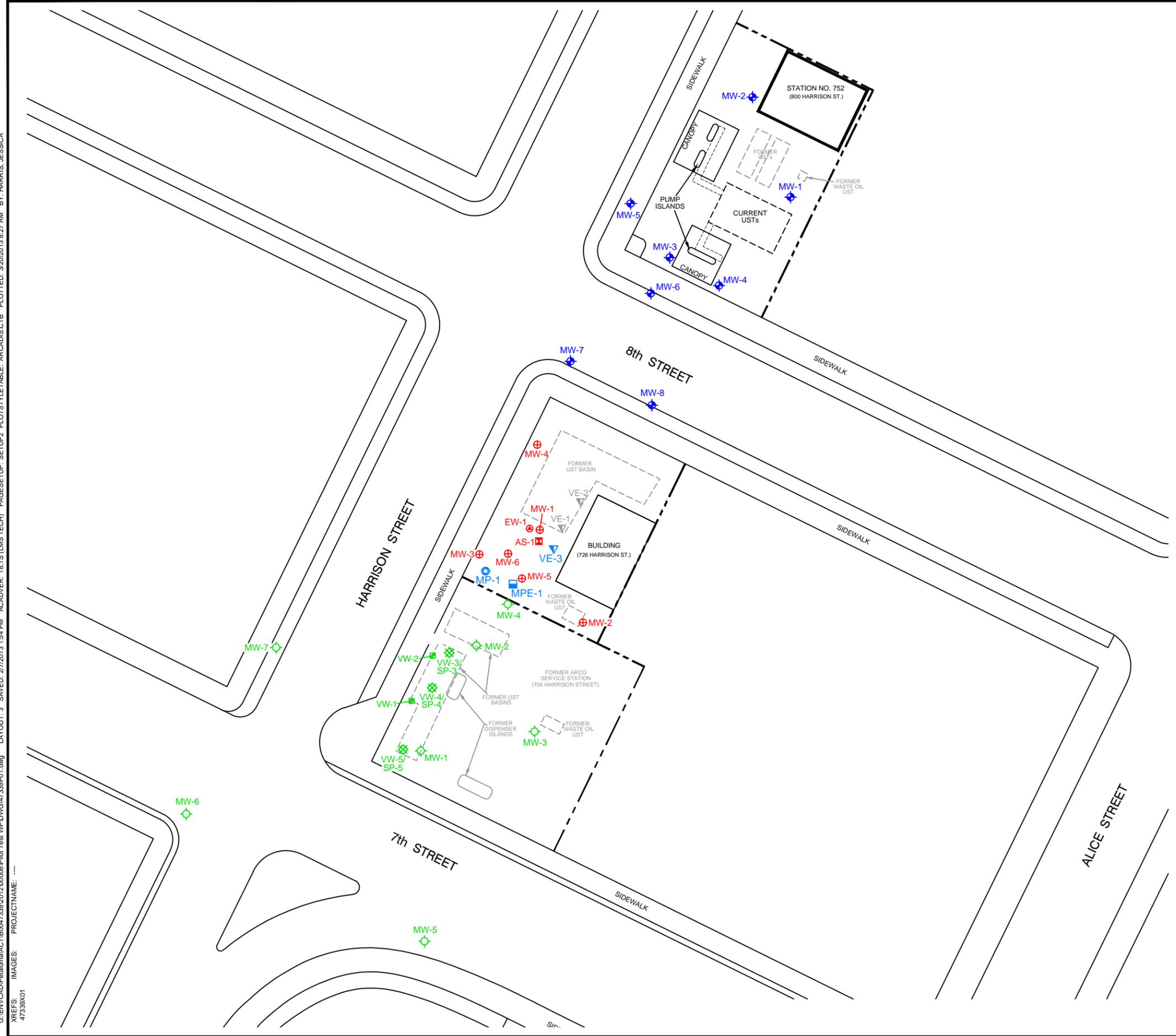
**NOTE:**

1. BASE MAP PROVIDED BY MID COAST ENGINEERS, DATED 06/29/11, AT A SCALE OF 1"=50'. ADDITIONAL SITE FEATURES PROVIDED BY STANTEC, INC., DATED 03/05/10, AT A SCALE OF 1"=50'.
2. COORDINATES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM, ZONE III, NAD 83.

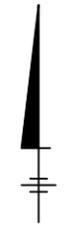


UNION OIL OF CALIFORNIA STATION NO. 0752/YEE/GIN COMMINGLED 706/726/800 HARRISON STREET OAKLAND, CALIFORNIA	
<b>SITE PLAN</b>	
	FIGURE <b>2</b>

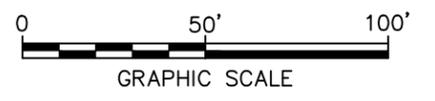
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 XREFS: IMAGES: PROJECTNAME: 47339X01



- LEGEND**
- PROPERTY BOUNDARY
  - PRODUCT PIPING
  - MW-1 GROUNDWATER MONITORING WELL (UNOCAL)
  - MW-1 GROUNDWATER MONITORING WELL (YEE)
  - MW-1 GROUNDWATER MONITORING WELL (GIN)
  - AS-1 AIR SPARGE WELL (YEE)
  - EW-1 EXTRACTION WELL (YEE)
  - VE-1 DESTROYED WELL (YEE)
  - VW-1 SOIL VAPOR EXTRACTION WELL (GIN)
  - VW-3/SP-3 SOIL VAPOR/SPARGE WELL (UNABLE TO LOCATE) (GIN)
  - MPE-1 PROPOSED MULTI-PHASE EXTRACTION PILOT TEST WELL
  - MP-1 PROPOSED PILOT TEST MONITORING POINT
  - VE-3 PROPOSED PILOT TEST VAPOR EXTRACTION WELL



- NOTE:**
1. BASE MAP PROVIDED BY MID COAST ENGINEERS, DATED 06/29/11, AT A SCALE OF 1"=50'. ADDITIONAL SITE FEATURES PROVIDED BY STANTEC, INC., DATED 03/05/10, AT A SCALE OF 1"=50'.
  2. COORDINATES ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM, ZONE III, NAD 83.



UNION OIL OF CALIFORNIA STATION NO. 0752/YEE/GIN COMMINGLED 706/726/800 HARRISON STREET OAKLAND, CALIFORNIA	
<b>PROPOSED PILOT TEST WELL LOCATIONS</b>	
	FIGURE <b>3</b>



**Appendix A**

Correspondence



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

March 11, 2013

**RO0000231 Responsible Parties:**

Roya Kambin  
Chevron Environmental Management Company  
6101 Bollinger Canyon Road, 5<sup>th</sup> Floor  
San Ramon, CA 94583-5186  
(Sent via E-mail to: [RKLG@chevron.com](mailto:RKLG@chevron.com))

Eric Hetrick  
ConocoPhillips Company  
76 Broadway  
Sacramento, CA 95818  
(Sent via E-mail to: [eric.g.hetrick@conocophillips.com](mailto:eric.g.hetrick@conocophillips.com))

Muhammad Usman  
800 Harrison Street  
Oakland, CA 94607

Mahmood M Ali  
Armsco, Inc.  
P.O. Box 5427  
Novato, CA 94948-5427

**RO0000321 Responsible Parties:**

Peter Yee  
1000 San Antonio Avenue  
Alameda, CA 94501

Kin Chan  
4328 Edgewood Avenue  
Oakland, CA 94602-1316

**RO0000484 Responsible Parties:**

Bo Gin  
342 Lester Avenue  
Oakland, CA 94606-1317

Subject: Pilot Test Work Plan Approval for Commingled Plume Assessment for Fuel Leak Case No. RO0000231 (GeoTracker Global ID T0600101486), Unocal #0752, 800 Harrison Street, Oakland, CA 94607; Fuel Leak Case No. RO0000321 (GeoTracker Global ID T0600102122), Chan's Service Station/Shell, 726 Harrison Street, Oakland, CA 94607; and Fuel Leak Case No. RO0000484 (GeoTracker Global ID T0600100985), Oakland Auto Parts, 706 Harrison Street, Oakland, CA 94607

Dear Responsible Parties:

Alameda County Environmental Health (ACEH) staff has reviewed the fuel leak case files for the above referenced sites including the document entitled, "*Multi-Phase Extraction and Air Sparge/Soil Vapor Extraction Pilot Test Work Plan, 706, 726 and 800 Harrison Street, Oakland, California,*" dated February 12, 2013 (Work Plan). The Work Plan, which was prepared on your behalf by ARCADIS, presents plans to conduct pilot tests for multi-phase extraction and air sparging/soil vapor extraction.

The proposed scope of work for the pilot test is generally acceptable. However, we have one technical comment regarding monitoring during the air sparging/soil vapor extraction that will require preparation of a Work Plan Addendum. Therefore, we request that you prepare a Pilot Test Work Plan Addendum to address technical comment 1 below.

### **TECHNICAL COMMENTS**

1. **Vapor Monitoring or Extraction during Air Sparging/Soil Vapor Extraction Pilot Test.** The Work Plan proposes air sparging at 726 Harrison Street using existing well AS-1, which is approximately 15 feet west of the on-site building. Vacuum will be applied to existing well EW-1, which is 8 feet west of AS-1, to capture vapors from the vadose zone during testing. Existing monitoring wells MW-1 and MW-5, which are north and south southwest of AS-1, respectively, will be used as observation wells during the pilot test. No monitoring points or extraction wells are located east of AS-1 or between AS-1 and the on-site building. We request that you prepare a Work Plan Addendum that includes plans to monitor vapors or extract vapors between AS-1 and the on-site building.

### **TECHNICAL REPORT REQUEST**

Please upload technical reports to the ACEH ftp site (Attention: Jerry Wickham), and to the State Water Resources Control Board's GeoTracker website according to the following schedule and file-naming convention:

- **April 24, 2013** – Pilot Test Work Plan Addendum  
File to be named: WP\_R\_yyyy-mm-dd RO231, RO321, RO484
- **April 29, 2013** – Semi-Annual Groundwater Monitoring Report – First Quarter 2013  
File to be named: GWM\_R\_yyyy-mm-dd RO231, RO321, RO484
- **October 17, 2013** – Semi-Annual Groundwater Monitoring Report – Third Quarter 2013  
File to be named: GWM\_R\_yyyy-mm-dd RO231, RO321, RO484

If you have any questions, please call me at (510) 567-6791 or send me an electronic mail message at [jerry.wickham@acgov.org](mailto:jerry.wickham@acgov.org). Case files can be reviewed online at the following website: <http://www.acgov.org/aceh/index.htm>. As your email address does not appear on the cover page of this notification ACEH is requesting you provide your email address so that we can correspond with you quickly and efficiently regarding your case.

Sincerely,

Jerry Wickham, California PG 3766, CEG 1177, and CHG 297  
Senior Hazardous Materials Specialist

Attachment: Responsible Party(ies) Legal Requirements/Obligations

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

Responsible Parties  
RO0000231, RO0000321, and RO0000484  
March 11, 2013  
Page 3

cc: Leroy Griffin, Oakland Fire Department, 250 Frank H. Ogawa Plaza, Ste. 3341, Oakland, CA 94612-2032 (*Sent via E-mail to: [lgriffin@oaklandnet.com](mailto:lgriffin@oaklandnet.com)*)

Katherine Brandt, ARCADIS, 1900 Powell Street, 11<sup>th</sup> Floor, Emeryville, CA 94608 (*Sent via E-mail to: [Katherine.Brandt@arcadis-us.com](mailto:Katherine.Brandt@arcadis-us.com)*)

Robert Foss, Conestoga-Rovers & Associates, 5900 Hollis Street, Suite A, Emeryville, CA 94608 2032 (*Sent via E-mail to: [bfoss@croworld.com](mailto:bfoss@croworld.com)*)

Robert Kitay, Aqua Science Engineers, Inc., 55 Oak Ct., Suite 220, Danville, CA 94526 (*Sent via E-mail to: [rkitay@aquascienceengineers.com](mailto:rkitay@aquascienceengineers.com)*)

Donna Drogos, ACEH (*Sent via E-mail to: [donna.drogos@acgov.org](mailto:donna.drogos@acgov.org)*)  
Jerry Wickham, ACEH (*Sent via E-mail to: [jerry.wickham@acgov.org](mailto:jerry.wickham@acgov.org)*)

GeoTracker, eFile

## Attachment 1

### Responsible Party(ies) Legal Requirements/Obligations

#### REPORT/DATA REQUESTS

These reports/data are being requested pursuant to Division 7 of the California Water Code (Water Quality), Chapter 6.7 of Division 20 of the California Health and Safety Code (Underground Storage of Hazardous Substances), and Chapter 16 of Division 3 of Title 23 of the California Code of Regulations (Underground Storage Tank Regulations).

#### ELECTRONIC SUBMITTAL OF REPORTS

ACEH's Environmental Cleanup Oversight Programs (Local Oversight Program [LOP] for unauthorized releases from petroleum Underground Storage Tanks [USTs], and Site Cleanup Program [SCP] for unauthorized releases of non-petroleum hazardous substances) require submission of reports in electronic format pursuant to Chapter 3 of Division 7, Sections 13195 and 13197.5 of the California Water Code, and Chapter 30, Articles 1 and 2, Sections 3890 to 3895 of Division 3 of Title 23 of the California Code of Regulations (23 CCR). Instructions for submission of electronic documents to the ACEH FTP site are provided on the attached "Electronic Report Upload Instructions."

Submission of reports to the ACEH FTP site is in addition to requirements for electronic submittal of information (ESI) to the State Water Resources Control Board's (SWRCB) Geotracker website. In April 2001, the SWRCB adopted 23 CCR, Division 3, Chapter 16, Article 12, Sections 2729 and 2729.1 (Electronic Submission of Laboratory Data for UST Reports). Article 12 required electronic submittal of analytical laboratory data submitted in a report to a regulatory agency (effective September 1, 2001), and surveyed locations (latitude, longitude and elevation) of groundwater monitoring wells (effective January 1, 2002) in Electronic Deliverable Format (EDF) to Geotracker. Article 12 was subsequently repealed in 2004 and replaced with Article 30 (Electronic Submittal of Information) which expanded the ESI requirements to include electronic submittal of any report or data required by a regulatory agency from a cleanup site. The expanded ESI submittal requirements for petroleum UST sites subject to the requirements of 23 CCR, Division, 3, Chapter 16, Article 11, became effective December 16, 2004. All other electronic submittals required pursuant to Chapter 30 became effective January 1, 2005. Please visit the SWRCB website for more information on these requirements. ([http://www.waterboards.ca.gov/water\\_issues/programs/ust/electronic\\_submittal/](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, 7835, 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, 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> July 25, 2012
	<b>ISSUE DATE:</b> July 5, 2005
	<b>PREVIOUS REVISIONS:</b> October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010
<b>SECTION:</b> Miscellaneous Administrative Topics & Procedures	<b>SUBJECT:</b> Electronic Report Upload (ftp) Instructions

The Alameda County Environmental Cleanup Oversight Programs (petroleum UST 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 [.loptoxic@acgov.org](mailto:.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 <://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 [.loptoxic@acgov.org](mailto:.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.