WEISS ASSOCIATES
Geologic and Environmental Services
Fax: 415-547-5043 Phone: 415-547-5420
5500 Shellmound Street, Emeryville, CA 94608

91 JAN 24 AM 10:43

TRANSMITTAL LETTER

FROM: Tom Fojut

DATE: January 18, 1991

TO: Mr. Lawrence Seto
Alameda County Department of
Environmental Health
Division of Hazardous Materials
80 Swan Way, Room 200
Oakland, California 94621-1426

VIA:
- X First Class Mail
- ____ Fax ____ pages
- ____ UPS (Surface)
- ____ Federal Express
- ____ Courier

SUBJECT: Shell Service Stations
WIC# 204-6852-1404, 1784 150th Ave, San Leandro
WIC# 204-6852-0703, 1285 Bancroft Ave, San Leandro

JOB:
81-422-01
81-423-01

AS:
- ____ We discussed on the telephone on _____
- ____ You requested _____
- ____ We believe you may be interested
- X Is required

WE ARE SENDING:
- X Enclosed
- ____ Under Separate Cover Via _____

Quarterly status reports for the subject sites.

FOR:
- ____ Your information
- X Your use
- ____ Your review & comments
- ____ Return to you

PLEASE:
- X Keep this material
- ____ Return within 2 weeks
- ____ Acknowledge receipt

MESSAGE: Please call if you have any questions.

cc: Kurt Miller, Shell Oil Company, P.O. Box 4023, Concord, California 94524
Lester Feldman, California Regional Water Quality Control Board, San Francisco Bay Region, 1800 Harrison Street, Oakland, California 94612

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WEISS ASSOCIATES
Geologic and Environmental Services
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5500 Shellmound Street, Emeryville, CA 94608

January 18, 1991

Mr. Lawrence Seto
Alameda County Department of
Environmental Health
Division of Hazardous Materials
80 Swan Way
Oakland, CA 94621-1426

Re: Shell Service Station
WIC #204-6852-1404
1784 150th Avenue
San Leandro, California
WA Job #81-422-01

Dear Mr. Seto:

This letter describes Weiss Associates' (WA) fourth quarter 1990 activities at the Shell service station referenced above (Figure 1). This status report satisfies the quarterly reporting requirements outlined in our February 23, 1990 workplan, and prescribed by California Administrative Code Title 23 Waters, Chapter 3, Subchapter 16, Article 5, Section 265.d. Included below are:

- Descriptions and results of activities performed in the fourth quarter 1990, and
- Proposed work for the first quarter 1991.

FOURTH QUARTER 1990 ACTIVITIES

During this quarter, WA:

- Collected ground water samples from one site well,
- Measured the ground water depth and determined the ground water elevation, and
- Analyzed the ground water samples and tabulated the analytic results.

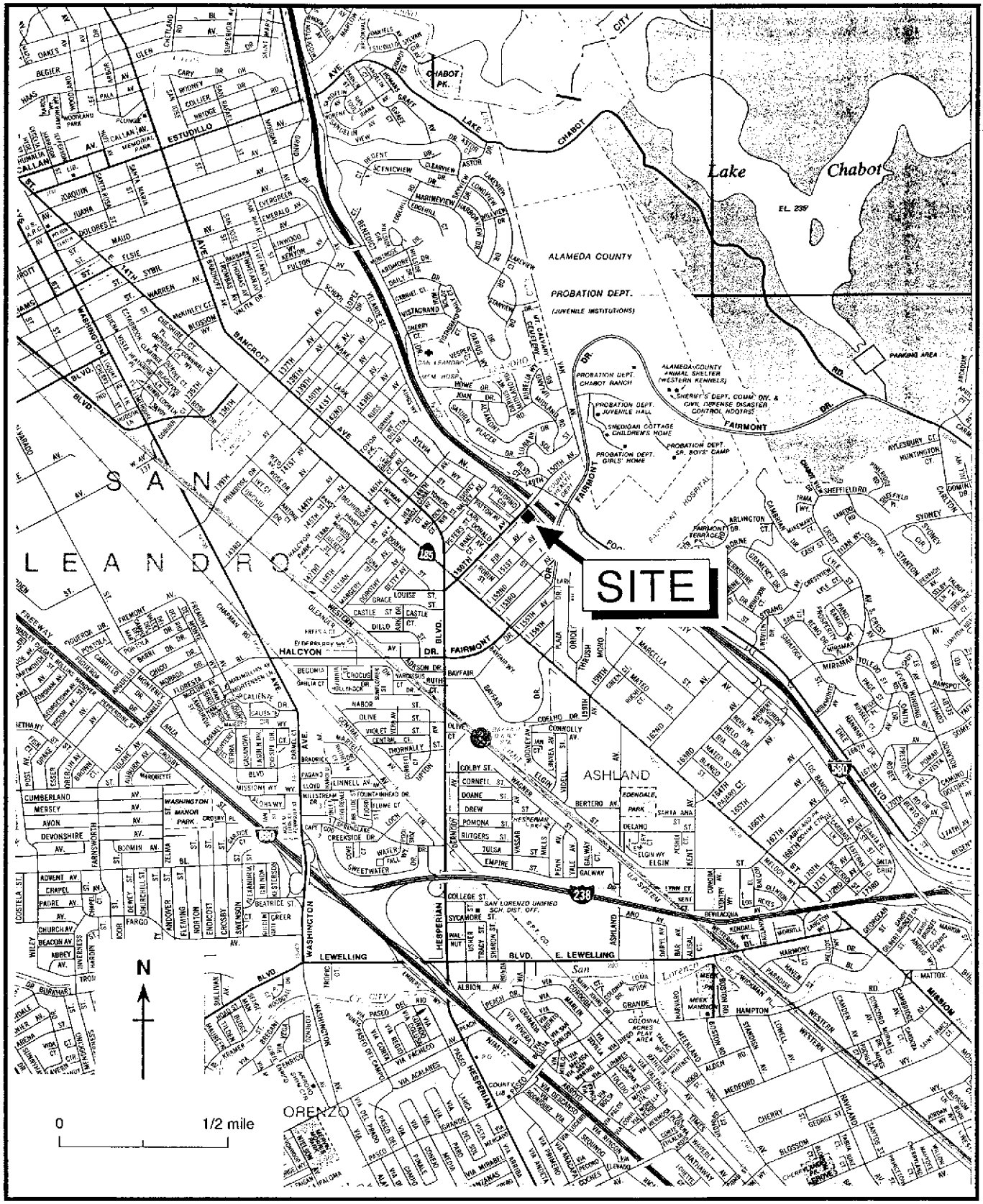

Figure 1. Site Location Map - Shell Service Station WIC #204685214, 1784 150th Avenue, San Leandro, California

3/16/90

These activities are described below.

Ground Water Sampling

WA collected ground water samples from one monitoring well on December 18, 1990, as part of the quarterly ground water monitoring program at Shell Service Station WIC #204-6852-1404 at 1784 150th Avenue in San Leandro, California. Ground water samples from monitoring well MW-1 (Figure 2) contained benzene and 1,2-dichloroethane (DCA) above the California Department of Health Services (DHS) maximum contaminant levels (MCLs) for drinking water.

Sampling Personnel: WA Environmental Technician Paul Cardoza

Monitoring Well Sampled: MW-1

Method of Purging Well:

- Dedicated PVC bailer

Volume of Water Purged Prior to Sampling:

- Well was purged of four well-casing volumes, a total of 47 gallons.

Method of Collecting Ground Water Samples:

- Drawn through the sampling port on the side of the dedicated PVC bailer

Methods of Containing Ground Water Samples:

- 40 ml glass volatile organic analysis (VOA) vials, packed in protective foam sleeves for total petroleum hydrocarbons as gasoline (TPH-G), benzene, ethylbenzene, toluene and xylene (BETX) and halogenated volatile organic compound (HVOC) analyses

- 1000 ml amber glass bottles for total petroleum hydrocarbons as diesel (TPH-D)

- 1000 ml amber glass bottles preserved with sulfuric acid for total oil and grease (TOG) analysis

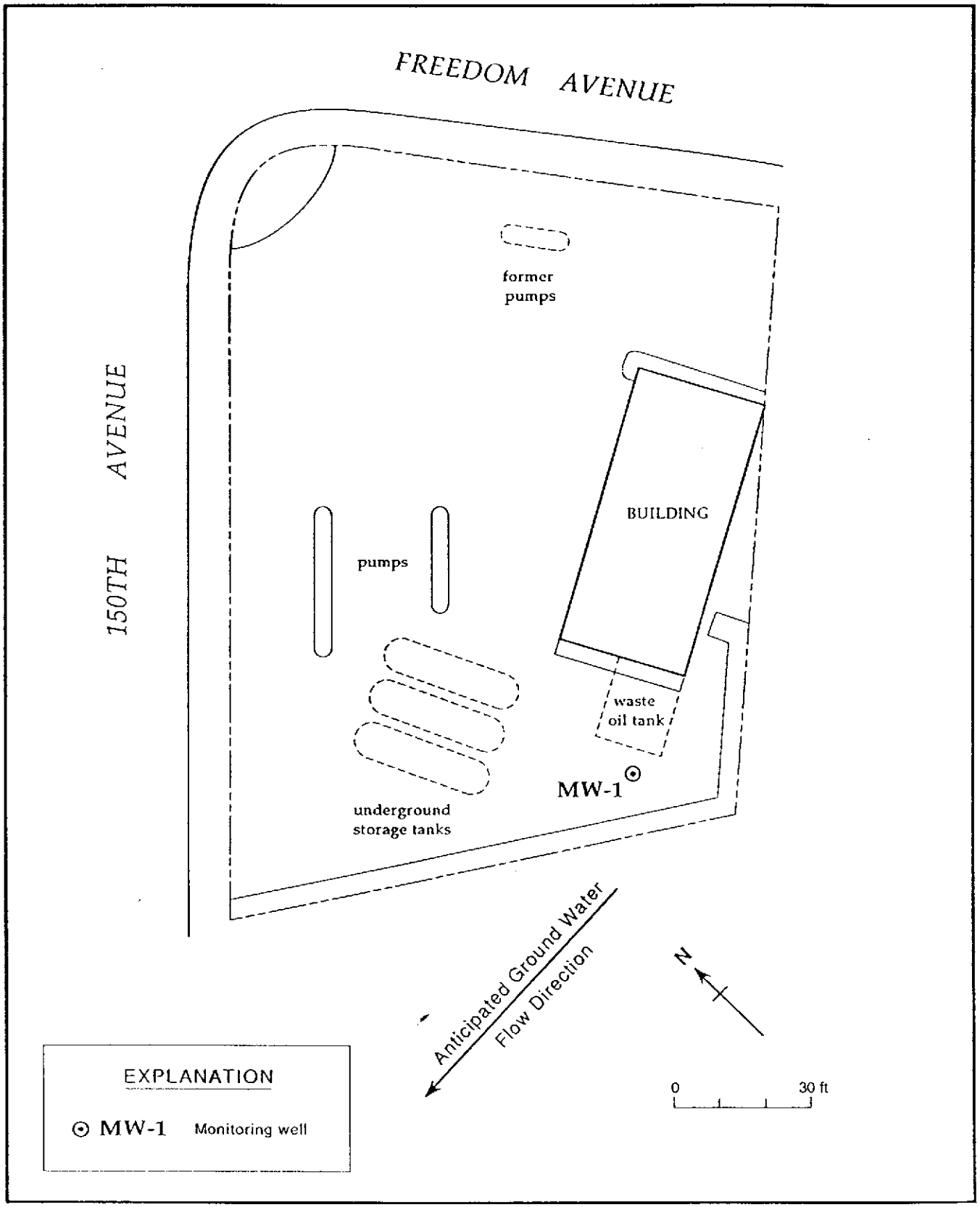

Figure 2. Monitoring Well Location - Shell Service Station WIC #204-685-214, 1784 150th Avenue, San Leandro, California

All samples were refrigerated and transported under chain-of-custody to the analytical laboratory.

Water Samples Transported to:

- National Environmental Testing, (NET) Pacific Inc., Santa Rosa, California, and were received on December 19, 1990

Quality Assurance/Quality Control:

- A travel blank was submitted for analysis.
- An equipment blank was not necessary because the bailer is dedicated to well MW-1.

Water sample collection records and chain-of-custody forms are included in Attachments A and B, respectively.

Ground Water Elevations and Flow Direction

- The depth to water was measured in MW-1 on December 18, 1990. The ground water elevation increased 0.08 ft from the previous quarter.
- Based upon the topographic gradient, ground water probably flows westward.

Depth to water measurements and ground water elevations are presented in Table 1.

TABLE 1. Ground Water Elevation Data, Active Shell Service Station WIC #204-6852-1404, 1784 150th Avenue, San Leandro, California

Well ID	Date	Top-of-Casing Elevation (ft above msl)	Depth to Water (ft)	Ground Water Elevation (ft above msl)
MW-1	03/08/90	49.13	25.29	23.84
	06/12/90		25.85	23.28
	09/13/90		27.49	21.64
	12/18/90		27.41	21.72

Chemical Analyses

The Ground Water Samples were Analyzed for:

- TPH-G by modified EPA Method 8015,
- TPH-D by modified EPA Method 8015,
- BETX by EPA Method 8020,
- TOG by American Public Health Association Standard Method 503E, and
- HVOCs by EPA Method 601.

The laboratory analyzed the samples on December 20, 21, and 27, 1990. The results are presented in Table 2 and the analytic reports are included in Attachment B.

Discussion of Ground Water Analytic Results for this Quarter:

- Samples contained benzene and DCA above the DHS MCLs for drinking water.
- TPH-G and BETX concentrations are consistent with previous results.
- No TPH-D was detected for the first time.
- No TOG was detected for the fourth consecutive quarter.

ANTICIPATED WORK FOR FIRST QUARTER 1991

During the first quarter 1991, on behalf of Shell Oil, WA plans to:

- Continue quarterly monitoring of ground water at this site, and
- Prepare a quarterly status report presenting all data generated during the previous quarter including water sampling results and analysis,
- Evaluate the site for a reduction in sampling frequency, and analyzed parameters.

TABLE 2. Analytic Results for Ground Water - Shell Service Station WIC #204-6852-1404, 1784 150th Avenue, San Leandro, California

Well ID	Date Sampled	Depth to Water (ft)	TPH-G	TPH-D	B	E	T	X	TOG	HVOCs
			<----------mg/ℓ (ppm)---------->							
MW-1	03/08/90	25.29	0.29	0.12	0.0015	<0.0005	0.0008	0.0054	<10	0.012[a]
	06/12/90	25.85	0.51	0.10	0.086	0.0007	0.0013	0.0062	<10	ND
	09/13/90	27.49	0.27	0.13	0.056	0.0024	0.00075	0.0028	<10	0.024[b]
	12/18/90	27.41	0.27	<0.050	0.054	0.0033	0.0017	0.0037	<10	0.0053
Trip Blank	03/08/90		<0.050	---	<0.0005	<0.0005	<0.0005	<0.0005	---	---
	06/12/90		<0.050	---	<0.0005	<0.0005	<0.0005	<0.0005	---	---
	12/18/90		<0.050	---	<0.0005	<0.0005	<0.0005	<0.0005	---	---
Bailer Blank	03/08/90		<0.050	---	<0.0005	<0.0005	<0.0005	<0.0005	---	---
DHS MCLs			NE	NE	0.001	0.68	.10[c]	1.75	NE	[d]

Abbreviations:

TPH-G = Total Petroleum Hydrocarbons as Gasoline by Modified EPA Method 8015
TPH-D = Total Petroleum Hydrocarbons as Diesel by Modified EPA Method 8015
B = Benzene by EPA Method 602
E = Ethylbenzene by EPA Method 602
T = Toluene by EPA Method 602
X = Xylenes by EPA Method 602
TOG = Total hydrocarbon (non-polar) oil and grease by American Public Health Association Standard Methods 503A&E
HVOCs = Halogenated Volatile Organic Compounds by EPA Method 601
--- = Not analyzed
<n = Not detected at detection limit of n ppm
ND = Not detected at detection limits between .0004 and .010 ppm
DHS MCLs = California Department of Health Services Maximum Contaminant Levels for drinking water
ppm = parts per million
NE = Not established by DHS

Analytical Laboratory:

National Environmental Testing (NET) Pacific, Inc., Santa Rosa, California

Notes:

[a] = 1,2-dichloroethane (DCA) detected at n ppm
[b] = tetrachloroethylene (PCE) detected at n ppm
[c] = DHS recommended action level, MCL not established
[d] = DHS MCL for DCA: .0005 ppm; DHS MCL for PCE: .005 ppm

We trust that this submittal satisfies your requirements. Please contact Tom Fojut or Eric Anderson if you have any questions.

Sincerely,
Weiss Associates

Thomas Fojut

Thomas J. Fojut
Staff Geologist

Joseph P. Theisen, R.G.
Senior Project Hydrogeologist

TJF/JPT:jg

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Attachments: A - Water Sample Collection Records
B - Analytic Reports and Chain-of-Custody Form

ATTACHMENT A

WATER SAMPLE COLLECTION RECORDS

WEISS ASSOCIATES

WATER SAMPLING DATA

Well Name MW-1 Date 12/18/90 Time of Sampling 1145

Job Name Shell-San Leandro Job Number 81-422.01 Initials PC

Sample Point Description MW (M = Monitoring Well)

Location SE area of site

WELL DATA: Depth to Water 27.41 ft (static, pumping) Depth to Product — ft.

Product Thickness — Well Depth 45 ft (spec) Well Depth 44.68 ft (sounded) Well Diameter 4 in

Initial Height of Water in Casing 17.27 ft. = volume 11.28 gal.

4 Casing Volumes to be Evacuated. Total to be evacuated 45.11 gal.

EVACUATION METHOD: Pump # and type — Hose # and type —

Bailer# and type 4" PVC Dedicated Y (Y/N)

Other —

Evacuation Time: Stop 10:32

Start 9:43

Total Evacation Time 49min

Total Evacuated Prior to Sampling 47.0 gal.

Evacuation Rate .96 gal. per minute

Depth to Water during Evacuation — ft. — time

Depth to Water at Sampling 27.41 ft. (PA) 11:25 time

Evacuated Dry? No After — gal. Time —

80% Recovery = —

% Recovery at Sample Time — Time —

Formulas/Conversions

r = well radius in ft.

h = ht of water col in ft.

vol. in cyl. = $\pi r^2 h$

7.48 gal/ft^3

V_2" casing = 0.163 gal/ft

V_3" casing = 0.367 gal/ft

V_4" casing = 0.653 gal/ft

$V_{4.5}$" casing = 0.826 gal/ft

V_6" casing = 1.47 gal/ft

V8 casing = 2.61 gal/ft

CHEMICAL DATA: Meter Brand/Number —

Calibration: — 4.0 — 7.0 — 10.0

Measured:	SC/μmhos	pH	T°C	Time	Volume Evacuated (gal.)
		NA			

SAMPLE: Color Light-brown Odor None

Description of matter in sample: small amount of silty particles

Sampling Method: Sampling port on side of dedicated bailer

Sample Port: Rate — gpm Totalizer — gal.

Time —

# of Cont.	Sample ID	Cont. Type[1]	Vol[2]	Fil[3]	Ref[4]	Preservative (specify)	Analytic Method	Turn[5]	LAB
3	120-01	w/cv	40ml	N	Y	None	EPA 8015/602	N	NET
3		w/cv	40ml	N	Y	None	EPA 601	N	NET
3		w/BG-PV	1L	N	Y	None	EPA 8015	N	NET
3	↓	w/BG-PV	1L	N	Y	H_2SO_4	EPA 503E	N	NET

1 Sample Type Codes: W = Water, S = Soil, Describe Other
Container Type Codes: V = VOA/Teflon Septa, P = Plastic, C or B = Clear/Brown Glass, Describe Other
Cap Codes: PT = Plastic, Teflon lined;
2 = Volume per container; 3 = Filtered (Y/N); 4 = Refrigerated (Y/N)
5 Turnaround [N = Normal, W = 1 week, R = 24 hour, HOLD (spell)]

ADDITIONAL COMMENTS, CONDITIONS, PROBLEMS:

Trip Blanks

WEISS ASSOCIATES (PC)

WATER SAMPLING DATA

Well Name — Date 12/18/90 Time of Sampling 11:[illegible]15

Job Name Shell-San Leandro Job Number 81-422-01 Initials PC

Sample Point Description — (M = Monitoring Well)

Location —

WELL DATA: Depth to Water _____ ft (static, pumping) Depth to Product _____ ft.

Product Thickness _____ Well Depth _____ ft (spec) Well Depth _____ ft(sounded) Well Diameter _____ in

Initial Height of Water in Casing _____ ft. = volume _____ gal.

_____ Casing Volumes to be Evacuated. Total to be evacuated _____ gal.

EVACUATION METHOD: Pump # and type _____ Hose # and type _____

Bailer# and type _____ Dedicated _____ (Y/N)

Other _____

Evacuation Time: Stop _____ _____ _____

Start _____ _____ _____

Total Evacation Time _____

Total Evacuated Prior to Sampling _____ gal.

Evacuation Rate _____ gal. per minute

Depth to Water during Evacuation _____ ft. _____ time

Depth to Water at Sampling _____ ft. _____ time

Evacuated Dry? _____ After _____ gal. Time _____

80% Recovery = _____

% Recovery at Sample Time _____ Time _____

Formulas/Conversions

r = well radius in ft.

h = ht of water col in ft.

vol. in cyl. = $\pi r^2 h$

7.48 gal/ft^3

V_2" casing = 0.163 gal/ft

V_3" casing = 0.367 gal/ft

V_4" casing = 0.653 gal/ft

$V_{4.5}$" casing = 0.826 gal/ft

V_6" casing = 1.47 gal/ft

V8 casing = 2.61 gal/ft

CHEMICAL DATA: Meter Brand/Number _____

Calibration: _____ 4.0 _____ 7.0 _____ 10.0

Measured:	SC/µmhos	pH	T°C	Time	Volume Evacuated (gal.)

SAMPLE: Color _____ Odor _____

Description of matter in sample: _____

Sampling Method: _____

Sample Port: Rate ____ gpm Totalizer _____ gal.

Time _____

# of Cont.	Sample ID	Cont. Type[1]	Vol[2]	Fil[3]	Ref[4]	Preservative (specify)	Analytic Method	Turn[5]	LAB
3	120-01	W/CV	40ml	N	Y	None	EPA 8015/602	N	NET

1 Sample Type Codes: W = Water, S = Soil, Describe Other
Container Type Codes: V = VOA/Teflon Septa, P = Plastic, C or B = Clear/Brown Glass, Describe Other
Cap Codes: PT = Plastic, Teflon lined;
2 = Volume per container; 3 = Filtered (Y/N); 4 = Refrigerated (Y/N)
5 Turnaround [N = Normal, W = 1 week, R = 24 hour, HOLD (spell)]

ADDITIONAL COMMENTS, CONDITIONS, PROBLEMS:

ATTACHMENT B

ANALYTIC RESULTS AND CHAIN-OF-CUSTODY FORM

NET NATIONAL ENVIRONMENTAL TESTING, INC.

NET Pacific, Inc.
435 Tesconi Circle
Santa Rosa, CA 95401
Tel: (707) 526-7200
Fax: (707) 526-9623

Tom Fojut
Weiss Associates
5500 Shell Mound Rd.
Emeryville, CA 94524

Date: 01-04-91
NET Client Acct. No: 18.09
NET Pacific Log No: 5407
Received: 12-20-90 0800

Client Reference Information

SHELL, 1784 150th Avenue, San Leandro; Project: 81-422-01

Sample analysis in support of the project referenced above has been completed and results are presented on following pages. Please refer to the enclosed "Key to Abbreviations" for definition of terms. Should you have questions regarding procedures or results, please feel welcome to contact Client Services.

Approved by:

Jules Skamarack
Laboratory Manager

Enclosure(s)

Ref: SHELL, 1784 150th Avenue, San Leandro; Project: 81-422-01

SAMPLE DESCRIPTION: 120-01 12-18-90
LAB Job No: (-71156)

Parameter	Method	Reporting Limit	Results	Units
Oil & Grease(Total)	EPA9070	5	ND	mg/L
Oil & Grease(Non-Polar)	SM5520B/F	10	ND	mg/L
METHOD 601				
DATE ANALYZED			12-27-90	
DILUTION FACTOR*			1	
Bromodichloromethane		0.4	ND	ug/L
Bromoform		0.4	ND	ug/L
Bromomethane		0.4	ND	ug/L
Carbon tetrachloride		0.4	ND	ug/L
Chlorobenzene		0.4	ND	ug/L
Chloroethane		0.4	ND	ug/L
2-Chloroethylvinyl ether		1.0	ND	ug/L
Chloroform		0.4	ND	ug/L
Chloromethane		0.4	ND	ug/L
Dibromochloromethane		0.4	ND	ug/L
1,2-Dichlorobenzene		0.4	ND	ug/L
1,3-Dichlorobenzene		0.4	ND	ug/L
1,4-Dichlorobenzene		0.4	ND	ug/L
Dichlorodifluoromethane		0.4	ND	ug/L
1,1-Dichloroethane		0.4	ND	ug/L
1,2-Dichloroethane		0.4	5.3	ug/L
1,1-Dichloroethene		0.4	ND	ug/L
trans-1,2-Dichloroethene		0.4	ND	ug/L
1,2-Dichloropropane		0.4	ND	ug/L
cis-1,3-Dichloropropene		0.4	ND	ug/L
trans-1,3-Dichloropropene		0.4	ND	ug/L
Methylene Chloride		10	ND	ug/L
1,1,2,2-Tetrachloroethane		0.4	ND	ug/L
Tetrachloroethene		0.4	ND	ug/L
1,1,1-Trichloroethane		0.4	ND	ug/L
1,1,2-Trichloroethane		0.4	ND	ug/L
Trichloroethene		0.4	ND	ug/L
Trichlorofluoromethane		0.4	ND	ug/L
Vinyl chloride		2.0	ND	ug/L

Ref: SHELL, 1784 150th Avenue, San Leandro; Project: 81-422-01

SAMPLE DESCRIPTION: 120-01 12-18-90
LAB Job No: (-71156)

Parameter	Method	Reporting Limit	Results	Units
PETROLEUM HYDROCARBONS			--	
VOLATILE (WATER)			--	
DILUTION FACTOR *			1	
DATE ANALYZED			12-21-90	
METHOD GC FID/5030			--	
as Gasoline		0.05	0.27	mg/L
METHOD 602			--	
DILUTION FACTOR *			1	
DATE ANALYZED			12-21-90	
Benzene		0.5	54	ug/L
Ethylbenzene		0.5	3.3	ug/L
Toluene		0.5	1.7	ug/L
Xylenes, total		0.5	3.7	ug/L
PETROLEUM HYDROCARBONS			--	
EXTRACTABLE (WATER)			--	
DILUTION FACTOR *			1	
DATE EXTRACTED			12-20-90	
DATE ANALYZED			12-20-90	
METHOD GC FID/3510			--	
as Diesel		0.05	ND	mg/L
as Motor Oil		0.5	ND	mg/L

Ref: SHELL, 1784 150th Avenue, San Leandro; Project: 81-422-01

SAMPLE DESCRIPTION: 120-21 12-18-90
LAB Job No: (-71157)

Parameter	Method	Reporting Limit	Results	Units
PETROLEUM HYDROCARBONS			--	
VOLATILE (WATER)			--	
DILUTION FACTOR *			1	
DATE ANALYZED			12-26-90	
METHOD GC FID/5030			--	
as Gasoline		0.05	ND	mg/L
METHOD 602			--	
DILUTION FACTOR *			1	
DATE ANALYZED			12-26-90	
Benzene		0.5	ND	ug/L
Ethylbenzene		0.5	ND	ug/L
Toluene		0.5	ND	ug/L
Xylenes, total		0.5	ND	ug/L

NET

NET Pacific, Inc.

KEY TO ABBREVIATIONS and METHOD REFERENCES

<	:	Less than; When appearing in results column indicates analyte not detected at the value following. This datum supercedes the listed Reporting Limit.
*	:	Reporting Limits are a function of the dilution factor for any given sample. To obtain the actual reporting limits for this sample, multiply the stated Reporting Limits by the dilution factor (but do not multiply reported values).
ICVS	:	Initial Calibration Verification Standard (External Standard).
mean	:	Average; sum of measurements divided by number of measurements.
mg/Kg (ppm)	:	Concentration in units of milligrams of analyte per kilogram of sample, wet-weight basis (parts per million).
mg/L	:	Concentration in units of milligrams of analyte per liter of sample.
mL/L/hr	:	Milliliters per liter per hour.
MPN/100 mL	:	Most probable number of bacteria per one hundred milliliters of sample.
N/A	:	Not applicable.
NA	:	Not analyzed.
ND	:	Not detected; the analyte concentration is less than applicable listed reporting limit.
NTU	:	Nephelometric turbidity units.
RPD	:	Relative percent difference, 100 [Value 1 - Value 2]/mean value.
SNA	:	Standard not available.
ug/Kg (ppb)	:	Concentration in units of micrograms of analyte per kilogram of sample, wet-weight basis (parts per billion).
ug/L	:	Concentration in units of micrograms of analyte per liter of sample.
umhos/cm	:	Micromhos per centimeter.

Method References

Methods 100 through 493: see "Methods for Chemical Analysis of Water & Wastes", U.S. EPA, 600/4-79-020, rev. 1983.

Methods 601 through 625: see "Guidelines Establishing Test Procedures for the Analysis of Pollutants" U.S. EPA, 40 CFR, Part 136, rev. 1988.

Methods 1000 through 9999: see "Test Methods for Evaluating Solid Waste", U.S. EPA SW-846, 3rd edition, 1986.

SM: see "Standard Methods for the Examination of Water & Wastewater, 16th Edition, APHA, 1985.

WEISS ASSOCIATES
5500 Shellmound St., Emeryville, CA 94608
Phone: 415-547-5420 FAX: 415-547-5043

Shell Service Station Address: 1784 150TH AV SAN LEANDRO, CA

Shell Contact: E PAUL HAYES
WIC #: 204-6852-1404
AFE #:

Please send analytic results and a copy of the signed chain of custody form to:

TOM FOJUT

Project ID: 81-422-01

5407

CHAIN-OF-CUSTODY RECORD AND ANALYTIC INSTRUCTIONS

Lab Personnel:
1) Specify analytic method and detection limit in report.
2) Notify us if there are any anomalous peaks on GC or other scans.
3) ANY QUESTIONS/CLARIFICATIONS: CALL US.

Sampled by: Paul Cardoza

Laboratory Name: NET

No. of Containers	Sample ID	Container Type[1]	Sample Date	Vol[2]	Fil[3]	Ref[4]	Preservative (specify)	Analyze for	Analytic Method	Turn[5]	COMMENTS
3	120-01	w/cv	12/18/90	40ml	N	Y	None	TPH-G/BETX	EPA 8015/602	N	
		w/cv		40ml			None	MVOC's	EPA 601		
		w/DG-PV		1L			None	TPH-D	EPA 8015		
		w/BG-PV		1L			H_2SO_4	TOG	EPA 503E		
↓	120-21	w/cv	↓	40ml	↓	↓	None	TPH-G/BETX	EPA 8015/602	↓	

1 Paul Cardoza 12/18/90 16:32
Released by (Signature), Date

1 Weiss Associates
Affiliation

2 [signature] 12/19/90 0930
Received by (Signature), Date

2 Weiss ASSOC.
Affiliation

3 [signature] 12/19/90 12:40
Released by (Signature), Date

3 Weiss ASSOC.
Affiliation

4 [signature] 12/19/90
Shipping Carrier, Method, Date

4 NET 12/19/90 12:40
Affiliation

5 VIA NCS [signature]
Released by (Signature), Date

5
Affiliation

6 [signature] 12/20/90 0800 yes
Received by Lab Personnel, Date — Seal Intact?

6
Affiliation, Telephone

1 Sample Type Codes: W = Water, S = Soil, Describe Other; Container Type Codes: V = VOA/Teflon Septa, P = Plastic, C or B - Clear/Brown Glass, Describe Other; Cap Codes: PT = Plastic, Teflon Lined 2 = Volume per container; 3 = Filtered (Y/N); 4 = Refrigerated (Y/N)
5 Turnaround [N = Normal, W = 1 Week, R = 24 Hour, HOLD (write out)]
ADDITIONAL COMMENTS, CONDITIONS, PROBLEMS:

→ Stored in secure, locked area overnight 12/18 → 12/19

2

F:\ALL\ADMIN\FORMS\COCSHELL.WP2