ConocoPhillips
76 Broadway
Sacramento, California 95818

March 16, 2009

Jerry Wickham
Alameda County Health Agency
1131 Harbor Bay parkway, Suite250
Alameda, California 94502-577

Re: ***Revised Work Plan—Site Investigation***
**76 Service Station # 1156**
**4276 MacAuthur Blvd**
**Oakland, CA**

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 call me at (916) 558-7666.

Sincerely,

Terry L. Grayson
Site Manager
Risk Management & Remediation

March 16, 2009

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

**RE: Revised Work Plan – Site Investigation**
**76 Station No. 1156**
**4276 MacArthur Boulevard**
**Oakland, California**

DELTA

Dear Mr. Wickham:

On behalf of ConocoPhillips Company (COP), Delta Consultants (Delta) has prepared this Revised Work Plan for 76 Service Station No. 1156 located at 4276 MacArthur Boulevard in Oakland California (Figure 1). The *Work Plan – Additional Site Investigation*, dated December 15, 2008, was prepared as requested by the Alameda County Health Care Services Agency (ACHCSA) in their letter to COP dated January 21, 2009. A copy of the ACHCSA letter is presented as Attachment A. The purpose of this *Revised Work Plan* is to evaluate the site in the vicinity of the station building, the former underground storage tank (UST) basin and monitoring well MW-1 for residual petroleum hydrocarbon impacted soil beneath the site.

Delta has prepared this work plan to delineate the horizontal and vertical extent of the petroleum hydrocarbon impact to the soil and in the groundwater in the vicinity of the former waste-oil tank and the former underground storage tank (UST) basin along the northwestern and southeastern edge of the station's building to determine if a preferential pathway exists between the former UST basin and monitoring well MW-1. Soil vapor extraction points will be installed to determine if any hazardous vapors exist in the soil in the vicinity of the station building. The site location is shown on Figure 1.

Therefore, Delta is proposing the advancement of five borings to a minimum depth of approximately 45 feet below ground surface (bgs) to determine the horizontal and vertical extent of the petroleum hydrocarbon impact to the soil and groundwater between the former UST basin and MW-1. The proposed location of the five soil borings and the seven soil vapor points are shown on Figure 2.

a member of Inogen Environmental Alliance

11050 White Rock Road Suite 110 Rancho Cordova, California 95670 USA
Phone 916.638.2085 / 800.477.7411 Fax 916.638.8385 www.deltaenv.com

## SITE DESCRIPTION

The site is located at the northeast corner of MacArthur Boulevard and High Street in Oakland, California. Two 12,000-gallon gasoline USTs are present in the southwestern portion of the site and two dispenser islands are present at the site, one to the northwest and one to the east of the USTs. A station building is present in the northern portion of the site. There are currently eight (8) groundwater monitoring wells (MW-1 through MW-8) and one tank backfill well (TP-1) located at and in the vicinity of the site. Properties in the immediate vicinity of the site are utilized for commercial and residential purposes.

## PREVIOUS ASSESSMENT

In 1997, Pacific Environmental Group Inc. (PEG) advanced 5 soil/gas probes in the vicinity of the USTs, dispenser islands, and product lines to depths ranging from 3 to 15 feet below the ground surface (bgs). Elevated soil vapor concentrations of total petroleum hydrocarbons as gasoline (TPH-g), benzene, and methyl tertiary butyl either (MTBE) were reported at concentrations up to 4,700, 70, and 140 micrograms per liter (µg/L), respectively.

In 1998, Tosco Marketing Company (Tosco, now ConocoPhillips) removed one 280-gallon used-oil UST, and removed and replaced two 10,000-gallon gasoline USTs, associated piping, and fuel dispensers. The new USTs were installed in a separate excavation. TPH as diesel (TPH-d), TPH-g, benzene, and total recoverable petroleum hydrocarbons (TRPH) were reported in the soil sample collected from the used-oil UST excavation at concentrations of 78,000, 130, 0.55, and 8,400 milligrams per kilogram (mg/kg), respectively. Following the over-excavation of approximately 4.6 tons of soil from the used-oil UST excavation, concentrations of TPH-d, TPH-g, benzene, and TRPH were reported in soil samples collected from the used-oil and UST excavation at concentrations up to 560, 81, 0.64, and 360 mg/kg, respectively. TPH-g and benzene were reported in the soil samples collected from the gasoline UST excavation, dispenser islands, and product lines at concentrations up to 1,200 and 1.6 mg/kg, respectively. Analytical data from a groundwater sample collected from the gasoline UST excavation indicated that TPH-g and MTBE were present at concentrations of 41,000 and 1,800 µg/L, respectively. Benzene was reported to be below the laboratories indicated reporting limit in the groundwater sample collected for analysis.

In 1999, Environmental Resolutions Inc. (ERI) conducted a soil and groundwater assessment which included the installation of four on-site groundwater monitoring wells (MW-1 through MW-4). Analytical data from the soil samples collected from the borings at a depth of 10.5 feet bgs indicated that TPH-g, benzene, and MTBE were present at concentrations up to 6,800, 2.6, and 0.71 mg/kg, respectively. The soil sample from MW-1, near the former used-oil UST, was also analyzed for TPH-d and TRPH. Analytical data from this soil sample indicated that TPH-d and TRPH were present at concentrations of 140 and 73 mg/kg, respectively. Analytical data from an additional soil sample collected at a depth of 20.5 feet bgs from the MW-4 boring indicated that TPH-g, benzene, and MTBE were not present above the laboratories indicated reporting limits. Quarterly groundwater monitoring and sampling activities commenced in July 1999 and are currently ongoing.

In July 2001, ERI installed a UST pit backfill well (TP-1) and initiated monthly purging of groundwater from the UST excavation. Bi-weekly groundwater purging was conducted at the site on wells TP-1 and MW-1 from July 2001 through December 2004.

In addition, during June 2004, the biweekly purging events included monitor well MW-7. Approximately 1,600 gallons of groundwater were removed from well MW-7 with a cumulative total of approximately 476,015 gallons removed from the site through December 2004.

In August 2001, ERI installed three off-site monitor wells (MW-5 though MW-7). Analytical data from the soil samples collected from these borings indicated that TPH-g and MTBE were not present above the laboratories indicated reporting limits. Analytical data indicated that benzene was present in one soil sample collected from MW-7 at a concentration of 0.18 mg/kg.

ATC Associates became the new lead consultant for the site in January 2005.

Delta Consultants became the new consultant for the site in September 2005.

In November 2007, Delta advanced six (6) soil borings onsite and installed an additional monitoring well (MW-8), off-site and down-gradient of the former WOT location. The details of this investigation were presented in Delta's *Site Investigation Report,* dated December 28, 2007.

**SENSITIVE RECEPTORS**

2001 – A GeoTracker database search was conducted which indicated that four public water supply wells owned by the East Bay Regional Park District (Park District) are present within one-half mile of the site. Representatives from the Park District reported having no knowledge or records of any wells located in this area and indicated that the wells may have belonged to the East Bay Municipal Utility District (EBMUD); however, EBMUD also reported to have no knowledge or records of any wells located in this area.

2001 – A Department of Water Resources (DWR) database search was conducted which indicated that four water supply wells belonging to Mills College are present within the one-half mile search area. A representative from Mills College indicated that all wells associated with Mills College had been destroyed and that Mills College was now connected to a municipal water supply. The DRW search also indicated that a well was located at 3397 Arkansas Street, approximately 880 feet outside of the search area. No other wells, surface water bodies, or potentially sensitive environmental habitats were identified during ERI's field receptor search.

2006 – A survey entailing a visit to the DWR office in Sacramento was conducted to examine well log records and to identify domestic wells within the survey area. The DWR survey provided two potential receptors within one mile of the site; one irrigation well located 0.9 miles northwest of the site and one domestic/irrigation well located 1.0 mile northeast of the site. Two additional potential receptors were identified although the specific addresses could not be located.

## PROPOSED ACTIVITIES

### Permitting, Utility Notification and Borehole Clearance

Before commencing field operations Delta will prepare a Health and Safety Plan in accordance with state and federal requirements for use during on-site assessment activities. In addition, drilling permits will be obtained for the soil borings and the soil vapor extraction points groundwater monitoring well from the Alameda County Health Agency (ACHA). Prior to drilling, Underground Service Alert (USA) and a private utility locator will be notified as required to clear the proposed drilling locations for underground utilities.

#### Pre-Field Activities

Prior to initiation of field activities, Delta will prepare a HASP specific to the site and work being performed in accordance with Title 8, Section 5192 of the California Code of Regulations. The will contain a list of emergency contacts, as well as a hospital route map to the nearest emergency facility, and was reviewed daily by field personnel.

#### Underground Utility Location

The proposed boring location will be marked prior to drilling, and Underground Service Alert (USA) will be notified as required and a private utility locator will contracted to clear the proposed boring locations to further minimize the risk of damaging underground utilities.

#### CPT Soil Borings and Grab Groundwater Samples

Delta proposes to advance five (5) Cone Penetration Test (CPT) borings, SB-7 through SB-11 using a Limited Access Rig (LAR) with a mounted CPT unit in the vicinity of the former WOT location, the former UST basin, and the station building. The borings will be advanced to a minimum depth of approximately 45 feet bgs.

Soil samples will be logged using the Unified Soil Classification System (USCS) for lithologic interpretation and field screened for the presence of volatile organic compounds by headspace analysis using a pre-calibrated photo-ionization detector (PID). Soil samples will be continuously cored and collected for lithologic interpretation and field screening. Soil samples exhibiting the highest PID readings, changes in lithology and from first water from each boring will be submitted for analysis. A chain-of-custody will accompany the samples during transportation to the laboratory. The selected soil samples will be submitted to a California-certified laboratory for analyses of TPH-g, BTEX, MTBE, DIPE, ETBE, TAME, TBA, 1,2-DCA, ethanol, and EDB by EPA method 8260B. Additional analyses will include nitrate, sulfate, ferrous iron, bromate, bromide, chromium VI, total chrome, manganese, molybdenum, selenium, vanadium, and total organic carbon.

Groundwater samples will be collected from the CPT boring based on the lithology and the Ultra Violet Laser Induced Fluorescence Tool (UVOST) data obtained from the initial CPT borehole.

Depth discrete grab groundwater samples will be obtained using a Hydropunch sampling tool. Non-disposable sampling equipment will be decontaminated between samples in a non-phosphate detergent and double rinsed with potable water.

Groundwater samples collected for analysis will be decanted into properly labeled sample bottles and placed on ice as noted above pending transportation to a California-certified laboratory. A chain-of-custody will accompany the samples during transportation to the laboratory. The collected groundwater samples will be analyzed for TPPH, BTEX, MTBE, DIPE, ETBE, TAME, TBA, 1,2-DCA, ethanol, and EDB by EPA Method 8260B. Additional analyses will include nitrate, sulfate, ferrous iron, bromate, bromide, chromium VI, total chrome, manganese (total and dissolved), molybdenum (total and dissolved), selenium (total and dissolved), vanadium (total and dissolved), total organic carbon, chloride, alkalinity, acidity, specific conductivity, dissolved oxygen (DO) and oxidation reduction potential (ORP).

Once the sampling has been completed, the borings will be backfilled to the surface with bentonite grout.

Down-hole drilling tools will be decontaminated between borings to avoid cross contamination. The decontamination process will consist of multiple wash and rinse cycles using potable water and a non-phosphate detergent.

## PROPOSED SOIL VAPOR SURVEY

To evaluate potential soil vapor in the vicinity of the station building the advancement of seven (7) borings to a depth of 5 feet bgs and the collection of one (1) soil vapor sample from each boring is proposed. The boring will be completed as a temporary soil vapor sampling point. Please note that the boring depth may change if shallow groundwater is encountered. The proposed locations are shown on Figure 2.

Soil vapor samples will be collected at approximately 4.5 to 5 feet bgs from the borings. To evaluate if a potential risk to human health exists, the analytical results will be compared to the commercial San Francisco Bay Regional Water Quality Control Board Environmental Screening Levels (ESLs) for shallow soil gas based on the potential receptors associated with the sample points.

The proposed soil vapor survey investigation described below is in accordance with protocols identified in the *Interim Guidance for Active Soil Gas Investigations* (RWQCB-LA Region, 1997) and the *Advisory-Active Soil Gas Investigations* (Department of Toxic Substances Control, 2003).

### Soil Gas Sampling

Soil vapor samples will be collected from the probes in compliance with the California Environmental Protection Agency-department of Toxic Substances Control (Cal-EPA/DTSC) 2003 *Advisory-Active Soil Gas Investigations*, as detailed in the attached Standard Operating Procedures (SOP) presented as Attachment B.

- **Soil Vapor Sampling Point Installation:**

  Soil vapor sampling points will be hand-augered to five (5) feet bgs for utility clearance. This borehole will be backfilled as follows: sand from 3.5 to five (5) feet bgs, hydrated bentonite granules from 3.5 to 2.5 feet bgs, thick bentonite mixture from just below existing asphalt to 2.5 feet bgs, and a thin layer of cold patch asphalt to grade (figure 3).

  Prior to backfill, one soil sample will be collected from the bottom (total depth) of each borehole. The soil samples retained for analysis will be analyzed for TPHd by EPA Method 8015M (silica-gel treated) and TPPH, BTEX, 8 oxygenates by EPA Method 8260B, and CAM 17 metals.

  The borehole (temporary sampling point) will be allowed to stabilize for approximately two weeks in the absence of measurable precipitation.

- **Soil Vapor Sampling:**

  A boring will be advanced, using direct push technology, to place a soil vapor sampling tip into the previously installed sand zone (approximately 3.5 to five feet bgs). A soil vapor sample will be collected from this zone and field analyzed using mobile equipment. Once a valid soil vapor sample has been collected and analysis is completed, the borehole will be backfilled with neat cement to the surface and dyed to match the surrounding concrete/asphalt.

**Laboratory Analysis**

The soil vapor samples will be analyzed by a California-certified mobile analytical laboratory for TPHg, BTEX, and MTBE by EPA Method 8260B. The samples will additionally be analyzed for oxygen ($O_2$), carbon dioxide ($CO_2$), and methane ($CH_4$) by ASTM Method D-1946 and the tracer compound to evaluate potential ambient air intrusion and for leak check purposes. Delta will ensure that the laboratory reporting limits for these gases are below the concentrations of each gas in the atmosphere.

The laboratory analytical procedures are also described in the attached SOP.

**Disposal of Drill Cuttings and Wastewater**

Air-knife cuttings and decontamination water generated during the soil boring advancement and vapor extraction well installation activities will be placed into properly labeled 55-gallon Department of Transportation (DOT) approved steel drums and stored on the property. Samples of the cuttings and wastewater will be collected, properly labeled and placed on ice for submittal to a California-certified laboratory and analyzed for TPPH, BTEX, and MTBE by EPA Method 8260B and total lead by EPA Method 6010B. A chain-of-custody will accompany the samples during transportation to the laboratory. Subsequent to receiving the laboratory analytical results, the drummed drill cuttings and wastewater will be profiled, transported, and disposed of at a COP approved facility.

### Reporting

Following completion of the field work and receipt of analytical results, a site investigation report will be prepared and submitted within 60 days. The report will present the details of the boring activities, including copies of boring permits, and details of disposal activities and copies of disposal documents. Required electronic submittals will be uploaded to the State Geotracker database.

## DISSCUSSION

Based on Plate 2 contained in the report, *Underground Storage tank and Associated Piping and Dispenser Replacement*, prepared by ERI dated August 24, 1998 and the as-built for this site dated May 6, 1966 it appears that the fuel USTs were in the same location from 1966 until their removal in March of 1998. These documents also indicate that the fuel dispensers have remained in the same general location that they were in 1966.

## REMARKS/SIGNATURES

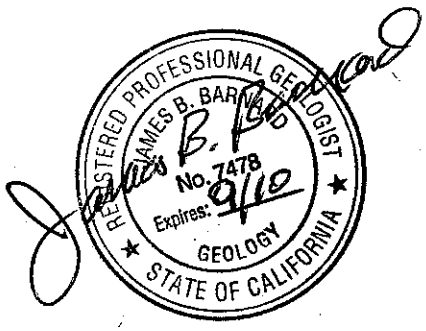
The recommendations contained in this report represent Delta's professional opinions based upon the currently available information and are arrived at in accordance with currently acceptable professional standards. This report is based upon a specific scope of work requested by the client. The Contract between Delta and its client outlines the scope of work, and only those tasks specifically authorized by that contract or outlined in this report will be performed. This report is intended only for the use of Delta's Client and anyone else specifically listed on this report. Delta will not and cannot be liable for unauthorized reliance by any other third party. Other than as contained in this paragraph, Delta makes no express or implied warranty as to the contents of this report.

If you have any questions regarding this project, please contact me at (916) 503-1279 or Mr. Terry Grayson of ConocoPhillips at 916-558-7666.

Sincerely,

**DELTA ENVIRONMENTAL CONSULTANTS, INC.**

James B. Barnard, P.G.
Senior Project Manger
California Registered Professional Geologist No. 7478

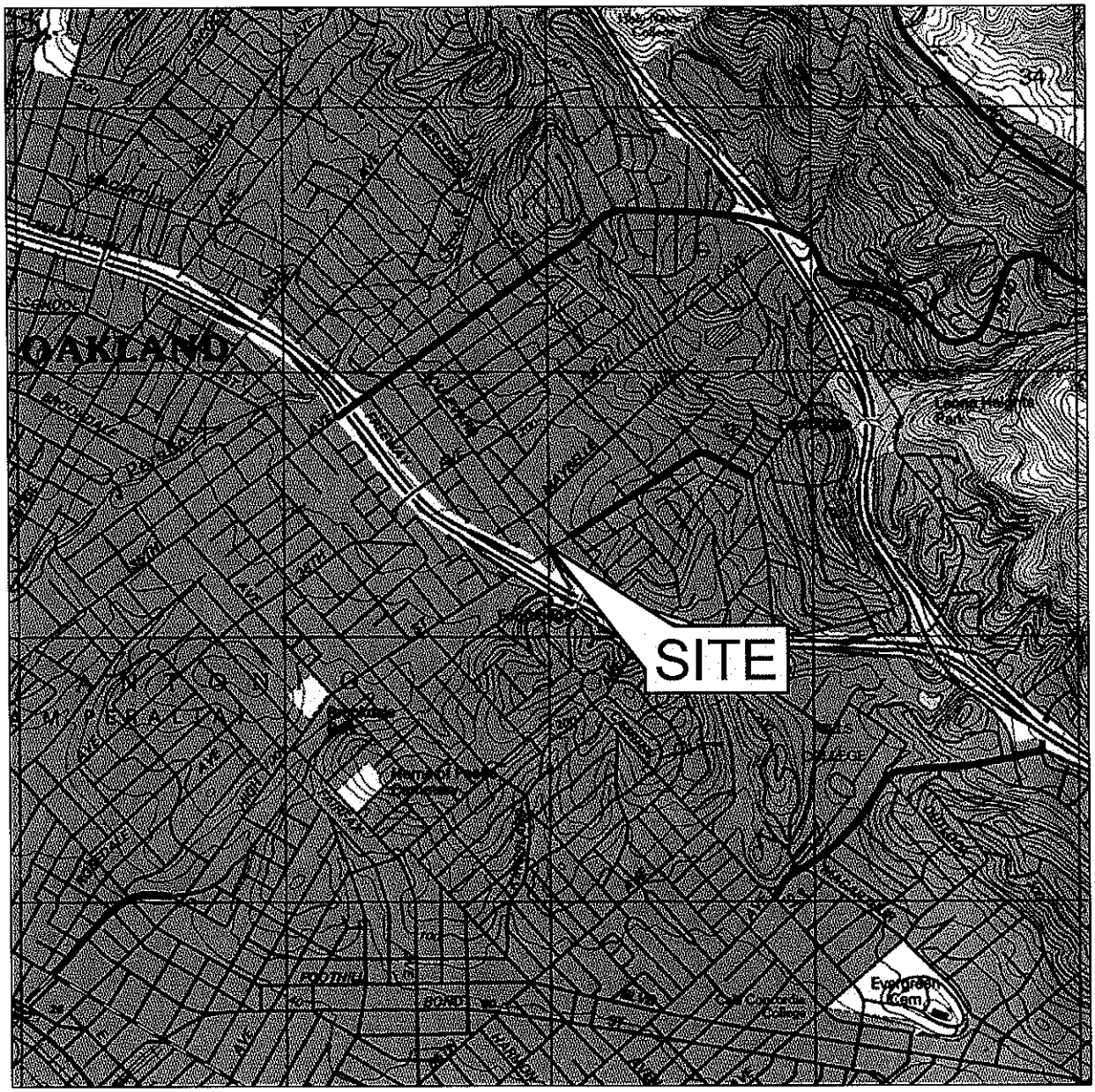



Figures:
Figure 1 – Site Location Map
Figure 2 – Site Plan
Figure 3 – Well Construction Diagram

Attachments:
Attachment A – Alameda County Health Care Services Letter dated January 21, 2009
Attachment B – Soil Vapor S.O.P.

cc: Mr. Terry Grayson, ConocoPhillips (electronic copy only)

# Figures




0 1000 FT 2000 FT

SCALE: 1 : 24,000

North

FIGURE 1

SITE LOCATOR MAP

76 SERVICE STATION NO. 1156
4276 MACARTHUR BOULEVARD
OAKLAND, CALIFORNIA

| | |
|---|---|
| PROJECT NO. C101-156 | DRAWN BY JH 03/01/07 |
| FILE NO. Site Locator | PREPARED BY MC |
| REVISION NO. | REVIEWED BY |

DELTA

SOURCE: USGS 7.5 MINUTE TOPOGRAPHIC MAP, OAKLAND EAST QUADRANGLE, 1967

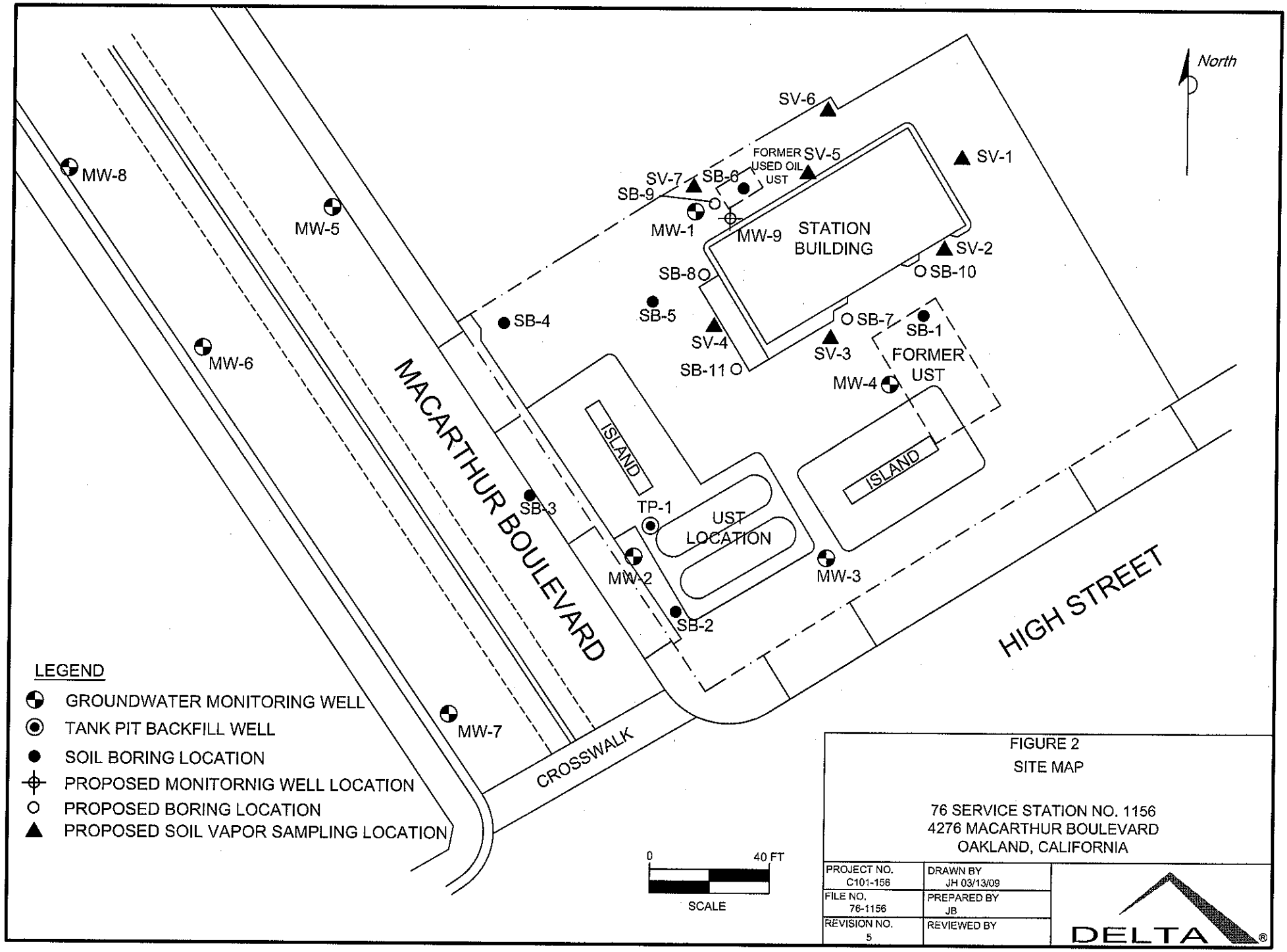



FIGURE 2
SITE MAP

76 SERVICE STATION NO. 1156
4276 MACARTHUR BOULEVARD
OAKLAND, CALIFORNIA

| | |
|---|---|
| PROJECT NO. C101-156 | DRAWN BY JH 03/13/09 |
| FILE NO. 76-1156 | PREPARED BY JB |
| REVISION NO. 5 | REVIEWED BY |

DELTA®

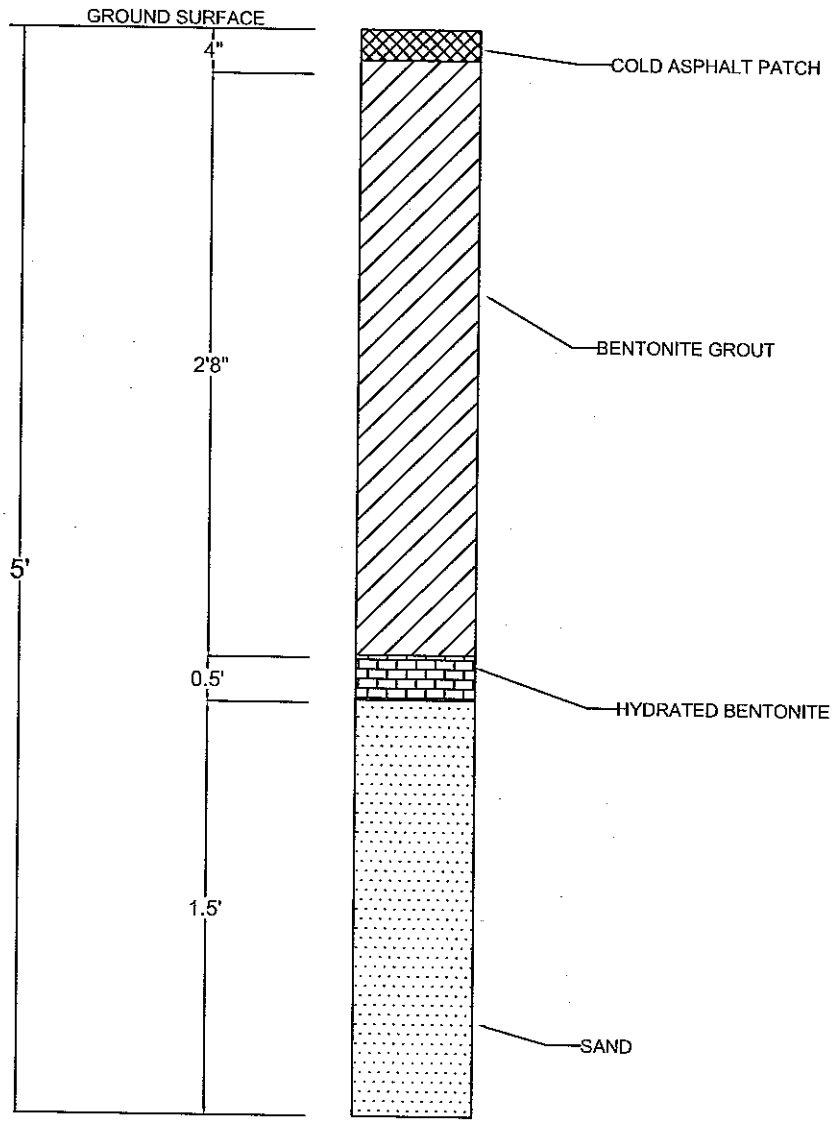



FIGURE 3

SOIL VAPOR POINT
(TYPICAL)

76 SERVICE STATION NO. 1156
4276 MACARTHUR BOULEVARD
OAKLAND, CALIFORNIA

| | |
|---|---|
| PROJECT NO. C101156 | DRAWN BY JH 03/13/09 |
| FILE NO. 1156-SVP-LDETAIL | PREPARED BY JB |
| REVISION NO. | REVIEWED BY |

DELTA®

ATTACHMENT A

REGULATORY LETTER DATED JANUARY 21, 2009

ALAMEDA COUNTY
**HEALTH CARE SERVICES**
AGENCY
DAVID J. KEARS, Agency Director

ENVIRONMENTAL HEALTH SERVICES
ENVIRONMENTAL PROTECTION
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577
(510) 567-6700
FAX (510) 337-93

January 21, 2009

Terry Grayson
ConocoPhillips
76 Broadway
Sacramento, CA 95818

Carole Quick and Lorraine Mudget
P.O. Box 2165
Gearheart, OR 97138

Rajan Goswamy
4276 MacArthur Boulevard
Oakland, CA 94619

Subject: Fuel Leak Case No. RO0000409 and Geotracker Global ID T0600102279, Unocal #1156, 4276 MacArthur Boulevard, Oakland, CA 94619

Dear Mr. Grayson, Ms. Quick, Ms. Mudget, and Mr. Goswamy:

Alameda County Environmental Health (ACEH) staff has reviewed the fuel leak case file for the above-referenced site, including the recently submitted document entitled, "*Work Plan – Additional Site Investigation*," dated December 15, 2008 (Work Plan), which was prepared on behalf of ConocoPhillips by Delta Environmental. The Work Plan was prepared in response to comments in ACEH correspondence dated September 24, 2008. However, the "*Work Plan – Additional Site Investigation*," does not adequately address the technical comments in our September 24, 2008 correspondence and again presents plans to proceed with a pilot test of ozone/oxygen injection. Based on the issues discussed in technical comment 2 of our September 24, 2008 correspondence, ACEH did not and does not now concur with the recommendation to proceed with a pilot test of ozone/oxygen injection. Therefore, the December 15, 2008 Work Plan is rejected.

The December 15, 2008 Work Plan is the third document in succession that has not been acceptable for implementation at this site. Prior to receipt of the December 15, 2008 Work Plan, we received a "*Draft Corrective Action Plan*," dated April 24, 2008 and a "*Revised Corrective Action Plan*," dated July 30, 2008. Neither of the corrective action plans met the minimum requirements for a corrective action plan and were not acceptable for implementation. .

Since the December 15, 2008 Work Plan is rejected, you are required to submit a Revised Work Plan that adequately addresses the technical comments in our September 24, 2008 correspondence **no later than March 23, 2009**. We request that you schedule a meeting with all responsible parties and ACEH to review the site requirements within 30 days of receipt of this letter.

**TECHNICAL REPORT REQUEST**

Please submit technical reports to Alameda County Environmental Health (Attention: Jerry Wickham), according to the following schedule:

- **March 23, 2009** – Revised Work Plan
- **30 days following end of each quarter** – Quarterly Groundwater Monitoring Report

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.swrcb.ca.gov/ust/cleanup/electronic_reporting).

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**

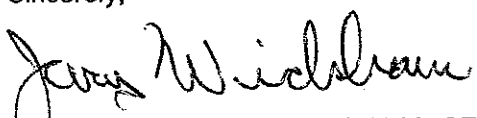
Please note that delays in investigation, later reports, or enforcement actions may result in your becoming ineligible to receive grant money from the state's Underground Storage Tank Cleanup Fund (Senate Bill 2004) to reimburse you for the cost of cleanup.

**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.

If you have any questions, please call me at (510) 567-6791 or send me an electronic mail message at jerry.wickham@acgov.org.

Sincerely,



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

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

cc: Leroy Griffin, Oakland Fire Department, 250 Frank H. Ogawa Plaza, Ste. 3341, Oakland, CA 94612-2032

Dennis Dettloff, Delta Environmental Consultants, Inc., 3164 Gold Camp Drive, Suite 200
Rancho Cordova, CA 95670

Donna Drogos, ACEH
Jerry Wickham, ACEH
File

| Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC) | **ISSUE DATE:** July 5, 2005 |
|---|---|
| | **REVISION DATE:** December 16, 2005 |
| | **PREVIOUS REVISIONS:** October 31, 2005 |
| **SECTION:** Miscellaneous Administrative Topics & Procedures | **SUBJECT:** Electronic Report Upload (ftp) Instructions |

Effective **January 31, 2006**, 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**

- Entire report including cover letter must be submitted to the ftp site as **a single portable document format (PDF) with no password protection.** (Please do not submit reports as attachments to electronic mail.)
- 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)

**Additional Recommendations**

- A separate copy of the tables in the document should be submitted by e-mail to your Caseworker in **Excel** format. These are for use by assigned Caseworker only.

**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 dehloptoxic@acgov.org
      or
      ii) Send a fax on company letterhead to (510) 337-9335, to the attention of Alicia Lam-Finneke.
   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 and Firefox browsers will not open the FTP site.
   b) Click on File, then on Login As.
   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 dehloptoxic@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 at 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)

ATTACHMENT B

SOIL VAPOR S.O.P.

Vapor Sampling S.O.P

1. Open wellbox to expose Teflon tubing and valve (make sure valve is closed).
2. Connect 1' open end of tubing to end of valve using a Swagelock fitting.
3. Connect a Swagelock Tee to open end of tubing
4. Connect 1' of tubing to open end of Tee and Purge Suma Canister
5. Connect 1' of tubing to other open end of Tee and Sample Suma Canister
6. Ensure that all connections are tight!

7. Make sure well head valve is closed and open purge canister to begin leak test
8. Allow vacuum to reach at least 25" Hg and watch for vacuum loss for 10 minutes
9. If vacuum loss occurs retighten fittings and restart vacuum test (step 7)
10. If vacuum does not decrease; note vacuum test passed
11. Open valve at wellhead and watch for water to rise in tubing
12. If water comes up tubing close immediately and call P.M test is over
13. If no water is encountered note time begin purge and open purge canister for at least 1 minute to purge line volume
14. Close valve on purge canister and note time of purge stop
15. Open valve on top of sample canister and begin sample, note time of begin sample and vacuum reading
16. Place gauze or paper towel around tubing at the bottom of the wellbox where the tubing rises from concrete, and also on downhole side of the valve fitting
17. When vacuum reaches 5" Hg test is complete; Close valve on summa; Close valve on wellhead; Note time of stop and final vacuum reading