ALAMEDA COUNTY

HEALTH CARE SERVICES

AGENCY



DAVID J. KEARS, Agency Director

ENVIRONMENTAL HEALTH SERVICES

ENVIRONMENTAL PROTECTION 113† Harbor Bay Parkway, Suite 250 Alameda, CA 94502-6577 (510) 567-6700 FAX (510) 337-9335

September 2, 2008

Ms. Naomi Gatzke 1545 Scenic View Drive San Leandro, CA 94577

Mr. Hooshi Ghassemi 1499 MacArthur Blvd. Oakland, CA 94602-1045

Subject: Fuel Leak Case No. RO0000516 and Geotracker Global ID T0600100714, Hooshi's Auto Service, 1499 MacArthur Blvd., Oakland, CA 94602

Dear Ms. Gatzke and Mr. Ghassemi:

Alameda County Environmental Health (ACEH) staff has reviewed the fuel leak case file for the above-referenced site including the document entitled, "Supplemental Site Characterization Report, Hooshi's Auto Service, 1499 MacArthur Boulevard, Oakland, California," dated March 1, 2007. The report, which was prepared on your behalf by Conestoga-Rovers & Associates, presents the results from soil, soil vapor, and groundwater sampling. Total petroleum hydrocarbons as gasoline (TPHg) were detected in grab groundwater samples from borings around the perimeter of the former tank pit at concentrations up 72,000 micrograms per liter. Benzene was detected in grab groundwater samples from borings around the perimeter of the former tank pit at concentrations up 1,000 micrograms per liter. Based on soil and groundwater analytical results from the 2006 sampling, the report recommended the preparation of a Remedial Action Plan.

Prior to preparation of a Remedial Action Plan, we request that you address the following technical comments and send us the reports described below.

TECHNICAL COMMENTS

1. Concrete Vault. Based upon our review of the case file, the three former underground storage tanks were within an underground concrete vault. The vault is shown on a photo of the exposed tanks but is not shown on site maps or described in the tank removal report (attached). During tank removal, five soil samples were reportedly collected beneath the tanks from the fill-natural materials interface; however, the depth of the samples below ground surface is not reported. It is also no reported as to whether the concrete vault had a bottom layer of concrete or whether the structure was left in place. Prior to proposing remediation in this area, we request that you confirm whether the concrete vault remains in place, whether the concrete vault has a bottom, and the depth of the bottom of the vault, if present. Please present plans to obtain this information in the Work Plan requested below.

Ms. Naomi Gatzke Mr. Hooshi Ghassemi RO0000516 September 2, 2008 Page 2

- 2. Downgradient Water Quality. Although the hydraulic gradient has been seasonally variable, the predominant hydraulic gradient appears to be generally toward the south, which is consistent with the topography and regional groundwater flow direction. Monitoring well MW-4 is the only well that appears to be downgradient from the source area. During water level measurements on April 17, 2008, the groundwater elevation in well MW-4 was more than 3 feet lower than the groundwater elevation in source area well MW-2. This difference in water levels over the short distance between well MW-4 and the former UST tank pit indicates that the hydraulic connection between well MW-4 and the source area is poor. Therefore, well MW-4 may not be effective in monitoring downgradient water quality. In order to monitor potential off-site migration and the effectiveness of any proposed remediation, we request that you install one downgradient monitoring well in the area of soil vapor sampling point SG-9.
- 3. Sewer Easement. An area labeled "vacant lot" on site plans is located south of the site buildings and is lower in elevation than the remainder of the site. A retaining wall that is approximately 8 feet high is present between the "vacant lot" and the remainder of the site. The "vacant lot" is within the same assessor's parcel as the remainder of the site. A sewer easement exists on the "vacant lot" directly south of the retaining wall. We request that you present a map showing the type and depth of utilities within the sewer easement.
- 4. Soil Vapor Sampling. Soil vapor samples were previously collected in January 2007. Due to the potential for the concrete vault discussed in technical comment 1 to act as a subsurface barrier, we request that a soil vapor sample be collected from the area inside the concrete vault. We also request that you collect soil vapor samples from the existing probes during a period when soil moisture is low to confirm the previous results. Please present plans for soil vapor sampling in the Work Plan requested below.

TECHNICAL REPORT REQUEST

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

- October 17, 2008 Work Plan
- November 10, 2008 Third Quarter 2008 Groundwater Monitoring Report
- January 30, 2009 Fourth Quarter 2008 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.

Ms. Naomi Gatzke Mr. Hooshi Ghassemi RO0000516 September 2, 2008 Page 3

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.

Ms. Naomi Gatzke Mr. Hooshi Ghassemi RO0000516 September 2, 2008 Page 4

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

Attachment: KTW & Associates, Tank Closure Report, October 17, 1990

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

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

Mark Jonas, Conestoga-Rovers & Associates, 5900 Hollis Street, Suite A Emeryville, CA 94608

Donna Drogos, ACEH Jerry Wickham, ACEH File



Mr. Thomas English 1545 Scenicview Drive Oakland, California 94577

Mr. English:

K.T.W. & Associates is pleased to submit this report describing closure activities associated with removal of one (1) 500 gallon, and two (2) 1,000 gallon underground fuel tanks located in Oakland, California. This report provides a description of site activities and observations, the condition of excavated tanks, the condition of tank backfill and other subsurface materials, sampling procedures and locations, laboratory analytical procedures and certified analytical results, chain of custody documentation, and hazardous waste manifest (to be inserted by Mr. English).

Site Description

The site is located at 1499 Mac Arthur Boulevard, Oakland, California. A site location map is presented in Plate 1. Three (3) underground gasoline tanks were formerly located at the subject site. A site map showing the location of the site structure, former underground tanks and dispensing island is presented in Plate 2.

Closure Plan and Permitting

A closure plan and permit application for removal of underground tanks was completed and submitted to the Alameda County Health Care Services Agency (ACHCSA), and the City of Oakland Fire Department (COFD). Closure activities proceeded under an ACHCSA permit issued September 18, 1990, and COFD permit No. 9464.

Mr. Thomas English Hooshi's Auto October 17, 1990 Page 2

Underground Tank Closure

Tank removal activities occurred on October 3, 1990. Inspector Barney Chan of the ACHCSA was present to observe the tank removal and sampling activities. Construction services associated with closure were performed by K.T.W. & Associates. A K.T.W. & Associates California Registered Geologist provided environmental sampling and documentation services.

Closure activities were documented in the Hazardous Material Inspection Form prepared by Barney Chan. Upon removal the structural integrity of the tanks were observed to be sound. The tank were unwrapped, and were observed to contain no corrosion holes. The tanks were removed and transported from the site by a permitted hazardous waste transporter under hazardous waste manifest. Copies of the hazardous waste manifest are in the possession of Mr. English, and will be inserted into this report by him.

General Observations, Underground Tank Closure

The tanks, which had been used to store gasoline prior to their removal, contained the following trim; a product line, a fill riser, and a vent line. For each tank, no vapor piping was present.

The condition of the vent lines prior to removal were unsound, and they were unwrapped. The product piping appeared to be sound however the vent lines contained a large number of corrosion holes. The riser assemblies that constituted the fill pipe for the tanks were sound and free of defects. Very strong hydrocarbon odor was observed while removing the overburden surrounding the tanks, and the overburden material contained discoloration. The backfill material consisted sand and aggregate. The overburden was not used as backfill, and was stockpiled on 10 MIL polyethylene sheeting on site pending dispensation.

Mr. Thomas English Hooshi's Auto October 17, 1990 Page 3

Soil Sampling

Five (5) soil samples were collected from the gasoline tank excavation below the tanks and one (1) sample was collected from below the lines. Soil sampling of the tanks occurred on October 3, 1990. These samples were obtained by excavating to the native soil/interface and driving a brass tube into the native soil. The sample from below the lines was collected directly without the use of the backhoe. At the direction of Mr. Barney Chan, two (2) of the samples were also analyzed from organic lead, samples (TIPIKA-N and TPIKA-S).

Samples were collected in brass tubes, sealed in teflon and plastic caps, and promptly stored in a cooler. Following completion of field work, samples were submitted to Anametrix Laboratory, San Jose, CA (DOHS #151) certified analytical laboratory for analyses under appropriate chain of custody protocol.

Five (5) soil samples were taken from beneath the former tanks (TPIKA-N, TPIKA-S, TPO.5K-C, TPIKB-N, and TPIKB-S). Their locations are noted in Plate 2. The samples were taken from the fill ends and the vent ends of the excavation. The product line sample was denoted as (TP-L-1). The results of that analysis is shown in attachment B.

Certified Analytical Results

Samples collected for minimum verification analyses (MVA) were analyzed in accordance with appropriate regulatory guidelines contained within Regional Board Staff Recommendations for Initial Evaluation and Investigation of Underground Tanks (RWQCB, 1988). Copies of soil analytical results are presented in Attachment B.

MVA for Underground Fuel Tank Excavation

The soil samples collected from the fill-natural materials interface below the fuel tank contained concentrations of the constituents sought ranging from not detected (N.D.) (TP-L-1) to 450 parts per million (ppm), total petroleum hydrocarbons as gasoline (TPH-G) (TPO.5K-C).

48,7 ppm benjere

Mr. Thomas English Hooshi's Auto October 17, 1990 Page 4

Regulatory Guidelines

The RWQCB - San Francisco Bay Region has established a level of 100 ppm TPH concentrations in soil as a general decision value for requiring further definition of site soil and groundwater contamination where shallow groundwater conditions are known to exist. The origin of the 100 ppm level was to "develop a method to prioritize the case load and indicate whether a significant volume of fuel had been released or discharged" (RWQCB, June, 1988). In the interest of prudence and caution, the stockpiled material was not re-introduced as fill.

Copies of this report should be submitted to:

Regional Water Quality Control Board 1111 Jackson Street, Rm. 6000 Oakland, CA 94607 Attn: Dyan Whyte

Alameda County Health Care Services Agency 80 Swan Way, Room 200 Oakland, CA 94621

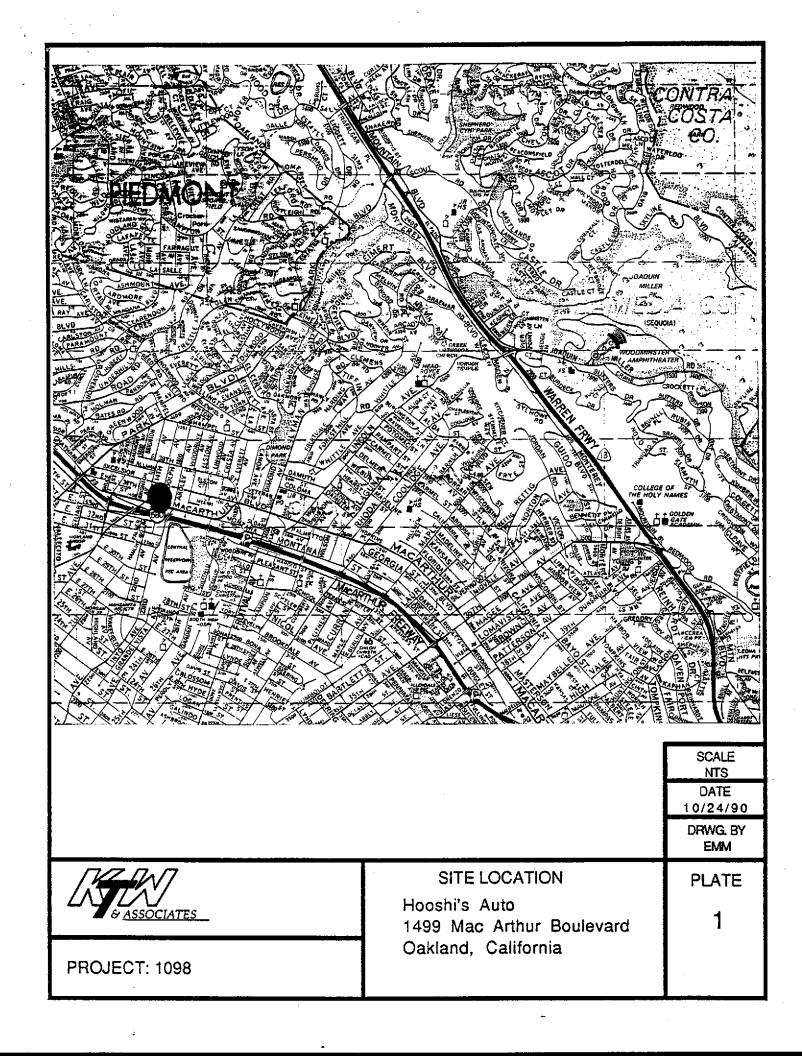
Additional copies of this report have been provided for the purpose of regulatory submittal.

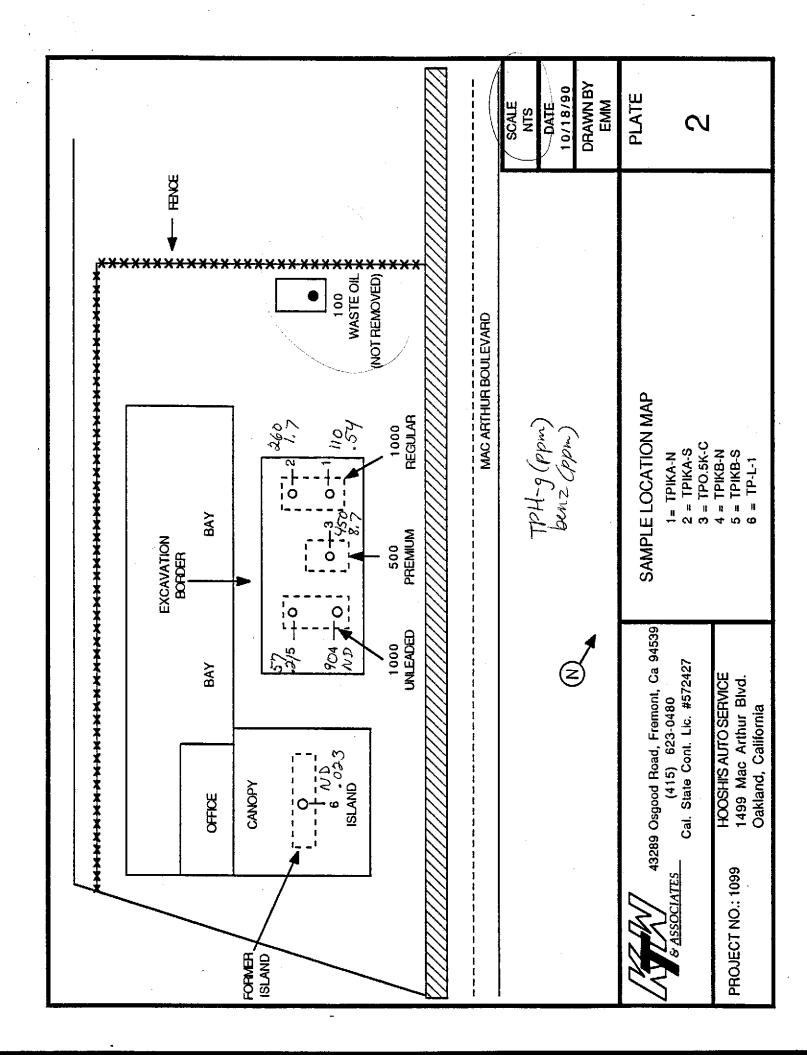
Should you have any questions or comments regarding the evaluations presented in this report, please call.

Respectfully,

Kevin Krause Vice President

KK/emm Attachments





ATTACHMENT A

Hazardous Waste Manifests

ATTACHMENT B

Certified Analytical Reports

ANAMETRIX INC

Environmental & Analytical Chemistry 1961 Concourse Drive, Suite E, San Jose, CA 95131 (408) 432-8192 • Fax (408) 432-8198



MR. KEVIN KRAUSE KTW & ASSOCIATES 43289 OSGOOD ROAD FREMONT, CA 94539

Workorder # : 9010041 Date Received: 10/03/90 Project ID : 1099 Purchase Order: A2078

The following samples were received at Anametrix, Inc. for analysis :

ANAMETRIX ID	CLIENT SAMPLE ID
9010041- 1 9010041- 2 9010041- 3 9010041- 4 9010041- 5 9010041- 6	TP1KA-N TP1KA-S TP0.5K-C TP1KB-N TP1KB-S TP-L-1

This report is paginated for your convenience and ease of review. It contains 8 pages excluding the cover letter. The report is organized into sections. Each section contains all analytical results and quality assurance data related to a specific group or section within Anametrix. The Report Summary that precedes each section will help you determine which group at Anametrix generated the data. The Report Summary will contain the signatures of the department supervisor and a chemist, both of whom reviewed the analytical data. Please refer all questions to the department supervisor that signed the form.

If you have any further questions or comments on this report, please give us a call as soon as possible. Thank you for using Anametrix.

Laboratory Director

REPORT SUMMARY ANAMETRIX, INC. (408)432-8192

MR. KEVIN KRAUSE KTW & ASSOCIATES 43289 OSGOOD ROAD FREMONT, CA 94539 Workorder # : 9010041 Date Received : 10/03/90 Project ID : 1099 Purchase Order: A2078

Department : GC Sub-Department: TPH

SAMPLE INFORMATION:

ANAMETRIX SAMPLE ID	CLIENT SAMPLE ID	MATRIX	DATE SAMPLED	METHOD
9010041- 1	TP1KA-N	SOIL	10/02/90	TPHg/BTEX
9010041- 2	TP1KA-S	SOIL	10/02/90	TPHg/BTEX
9010041- 3	TP0.5K-C	SOIL	10/02/90	TPHg/BTEX
9010041- 4	TP1KB-N	SOIL	10/02/90	TPHg/BTEX
9010041- 5	TP1KB-S	SOIL	10/02/90	TPHg/BTEX
9010041- 6	TP-L-1	SOIL	10/02/90	TPHg/BTEX

REPORT SUMMARY ANAMETRIX, INC. (408)432-8192

MR. KEVIN KRAUSE KTW & ASSOCIATES 43289 OSGOOD ROAD FREMONT, CA 94539 Workorder # : 9010041 Date Received : 10/03/90 Project ID : 1099 Purchase Order: A2078

Purchase Order: A207
Department : GC
Sub-Department: TPH

QA/QC SUMMARY :

- No QA/QC problems encountered for samples.

Cheng Balman 10/6/80
Department Supervisor Date

Chemist 8 20 90

GC/TPH - PAGE 2

ANALYSIS DATA SHEET - TOTAL PETROLEUM HYDROCARBONS (GASOLINE WITH BTEX) ANAMETRIX, INC. - (408) 432-8192

Anametrix W.O.: 9010041 Project Number: 1099

Matrix : SOIL Date Released : 10/08/90

Date Sampled: 10/02/90

	Reporting Limit	Sample I.D.# TP1KA-N	Sample I.D.# TP1KA-S	Sample I.D.# TP0.5K-C	Sample I.D.# TP1KB-N	Sample I.D.# TP1KB-S
COMPOUNDS	(mg/Kg)	-01	-02	-03	-04	-05
Benzene Toluene Ethylbenzene Total Xylenes TPH as Gasoline	0.005 0.005 0.005 0.005 0.05	0.54 2.4 1.6 9.5 110	1.7 15 5.4 35 260	8.7) 57 12 82 450	ND ND 0.61 1.3 90	0.21 0.18 0.35 1.4 57
<pre>% Surrogate Red Instrument I Date Analyzed RLMF</pre>	.D. ~	125% HP4 10/04/90 25	108% HP4 10/04/90 250	80% HP4 10/04/90 250	102% HP4 10/04/90 100	160% HP12 10/05/90 10

ND - Not detected at or above the practical quantitation limit for the method.

All testing procedures follow California Department of Health Services (Cal-DHS) approved methods.

Analyst Date

Chaul Balmer 10/10/20 upervisor Date

TPHg - Total Petroleum Hydrocarbons as gasoline is determined by GCFID using EPA Method 5030.

BTEX - Benzene, Toluene, Ethylbenzene, and Total Xylenes are determined by modified EPA 8020.

RLMF - Reporting Limit Multiplication Factor.

ANALYSIS DATA SHEET - TOTAL PETROLEUM HYDROCARBONS (GASOLINE WITH BTEX) ANAMETRIX, INC. - (408) 432-8192

Anametrix W.O.: 9010041

Project Number :

Matrix : SOIL

Date Released : 10/08/90

Date Sampled : 10/02/90

	Reporting Limit	Sample I.D.# TP-L-1	Sample I.D.# 04B1004A	Sample I.D.# 12B1005A	
COMPOUNDS	(mg/Kg)	-06	BLANK	BLANK	
Benzene Toluene Ethylbenzene Total Xylenes TPH as Gasoline	0.005 0.005 0.005 0.005	0.023 0.022 ND 0.048 ND	ND ND ND ND	ND ND ND ND	
<pre>% Surrogate Rec Instrument I Date Analyzec RLMF</pre>	.D.	87% HP12 10/05/90	77% HP4 10/04/90 1	91% HP12 10/05/90	

ND - Not detected at or above the practical quantitation limit for the method.

All testing procedures follow California Department of Health Services (Cal-DHS) approved methods.

TPHg - Total Petroleum Hydrocarbons as gasoline is determined by GCFID using EPA Method 5030.

BTEX - Benzene, Toluene, Ethylbenzene, and Total Xylenes are determined by modified EPA 8020.

RLMF - Reporting Limit Multiplication Factor.

REPORT SUMMARY ANAMETRIX, INC. (408) 432-8192

MR. KEVIN KRAUSE KTW & ASSOCIATES 43289 OSGOOD ROAD FREMONT, CA 94539 Workorder # : 9010041
Date Received : 10/03/90
Project ID : 1099
Purchase Order: A2078
Department : METALS

Sub-Department: METALS

SAMPLE INFORMATION:

ANAMETRIX SAMPLE ID	CLIENT SAMPLE ID	MATRIX	DATE SAMPLED	METHOD
9010041- 1	TP1KA-N	SOIL	10/02/90	ORG Pb
9010041- 2	TP1KA-S	SOIL	10/02/90	ORG Pb

REPORT SUMMARY ANAMETRIX, INC. (408)432-8192

MR. KEVIN KRAUSE KTW & ASSOCIATES 43289 OSGOOD ROAD FREMONT, CA 94539 Workorder # : 9010041 Date Received : 10/03/90 Project ID : 1099 Purchase Order: A2078

Department : METALS Sub-Department: METALS

QA/QC SUMMARY :

- No QA/QC problems encountered for samples.

Faul From 10-10-90
Department Supervisor Date

Thankylufen 10-4-90
Chemist Dat

METALS/METALS - PAGE 2

ANALYSIS DATA SHEET - ORGANIC LEAD ANAMETRIX, INC. - (408) 432-8192

Anametrix W.O.: 9010041 Matrix

Date Sampled : 10/02/90 Project Number: 1099

Date Prepared : 10/03/90 Date Analyzed : 10/03/90 Date Released : 10/04/90

Instrument I.D.: AA1

ELEMENTS Lead

LUFT EPA METHOD REPORTING LIMIT 0.08

ANAMETRIX ID CLIENT ID (mg/Kg)

9010041-01 9010041-02 TP1KA-N

TP1KA-S

ND 0.15

OMB1003S

METHOD BLANK

ND

ND : Not detected at or above the practical quantitation limit for the method.

Organic Lead by Leaking Underground Fuel Tank (LUFT) Manual, 1987 California State Water Resources Control Board.

eg Nerscheunk 10-10-90
emist Date

METALS/METALS - PAGE 3

ANAMETRIX, INC. 1961 CONCOURSE DRIVE, SUITE E SAN JOSE, CA 95131, (408) 432-8192

ORGANIC LEAD MATRIX SPIKE REPORT

Spike I.D. : 9010041-01MS,MD Assoc. WO # : 9010041 Date Analyzed: 10/03/90 Conc. Units : mg/Kg

Inst. ID: AA1
Date : 10/04/90
Matrix : SOIL

% M S D CONC. * 8 M S ELEMENTS METHOD SPIKE SAMPLE REC CONC. AMOUNT CONC. 0.41 91.1 0.41 91.1 0.45 0.00 LUFT

COMMENT: Quality control limits for percent recovery are 75-125% and 25% for RPD.

Chain of Custody Record 11,000

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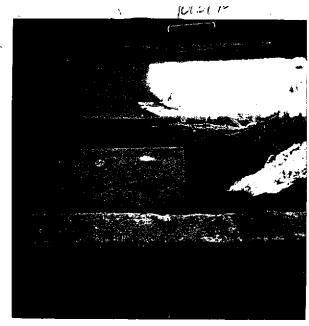
ACCEPTED

DEPARTMENT OF ENVIRONMENTAL HEALTH 470 - 27th Street, Third Floor Oalland, CA 94612

Telephone: (415) 874-7237

local hosish laws. Changes to your plans indicated by this Three plans have been reviewed and found to be acceptable and essentially meet the requirements of State and Learning and local many State and local

ALAM



1499 Mac Arthur-Houshi's -346 Talks in worde Vallet.

UNDERGR

NS

1.	Business Name	Hooshi's Auto Service			
	Business Owner _	Mr. Tom English			
2.	Site Address	1499 Mac Arthur Boule	vard		
	City Oak	land	Zip <u>94</u>	602 Phone	(415) 530-4222
3.	Mailing Address	1545 Scenic View Driv	re		
	City San Leand	iro	Zip <u>9457</u>	8 Phone	(415) 483-9015
4 -	Land OwnerMr.	Tom C. English			
	Address _1545 Sce	enic View Drive Ci	ty, State	San Leandro	<u>ca</u> Zip <u>0/4578</u>
5.	EPA I.D. No	CAC 000 518	288		
6.	Contractor	K.T.W. & Associates			
	Address	43289 Osqood Road			
	city	Fremont, California	94539	Phone	(415) 623-0480
	License Type	C61-D40	ID#572	427	
7.	Consultant	Same			
	Address				
	city		Phone _	· · · · · · · · · · · · · · · · · · ·	

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
- 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

- 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 dehioptoxic@acqov.org

- 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.
- 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.
 - 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)