ALAMEDA COUNTY
HEALTH CARE SERVICES
AGENCY
ALEX BRISCOE, Director

ENVIRONMENTAL HEALTH SERVICES
ENVIRONMENTAL PROTECTION
1131 Harbor Bay Parkway, Suite 250
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(510) 567-6700
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April 12, 2011

Mr. Lee Cover (*Sent via E-mail to: Lee.Cover@hanson.biz*)
Hanson Aggregates West Region
12667 Alcosta Blvd., Suite 400
San Ramon, CA 94583

Mr. Steven Dunn
Legacy Partners
4000 East Third Avenue, Suite 600
Foster City, CA 94404-4805

Subject: Review of Closure Plan for SLIC Case RO0002952 and Geotracker Global ID SL0600101555, Hanson Aggregates Radum Plant, 3000 Busch Road, Pleasanton, CA 94566

Dear Mr. Cover and Mr. Dunn:

Alameda County Environmental Health (ACEH) staff has reviewed the Spills, Leaks, Investigations, and Cleanups (SLIC) case file for the above referenced site including the reports entitled, "*Closure Plan Report, Radum Facility*," (Baseline Environmental) dated January 28, 2005, "*Phase II Environmental Site Assessment*," (ENV America) dated November 2006, "*Work Plan for Additional Site Characterization at the Hanson Aggregates Radum Facility*," (LFR) dated May 16, 2007, and "*Closure Plan for Area of Concern #2 and #3, Former Hanson Aggregates Radum Facility*," (ARCADIS) dated May 28, 2010. These reports include information on AOC 2 and 3 as well as other areas of the site.

We have several technical comments that require additional research and revision of the "*Closure Plan for Area of Concern #2 and #3,*" dated May 28, 2010 (referred to as Closure Plan in the remainder of this correspondence). In addition, our review of the case file indicates that additional assessment activities are also required in several areas of the site outside AOCs 2 and 3. Therefore, we request that you revise and expand the Closure Plan to address the technical comments below for AOCs 2 through 5 and several transformers in other areas of the site. The Closure Plan is also to be revised to address all technical comments on the Closure Plan to be provided under separate cover by the Livermore-Pleasanton Fire Department. Please submit the Revised Closure Plan for AOCs 2 through 5 to both ACEH and the Livermore-Pleasanton Fire Department **no later than May 28, 2011**.

GENERAL TECHNICAL COMMENTS ON CLOSURE PLAN

1. **Contractor Selection and Report Preparation**. In the Revised Closure Plan requested below, please include the requirement that all excavation and sampling activities will be directed by the selected contractor representative working under the direct supervision of a California Professional Geologist or Professional Engineer. Please also include the requirement that all report preparation will be conducted by or under the direct supervision of a California Professional Geologist or Professional Engineer.

TECHNICAL COMMENTS ON AOC 2 (IDLE TRUCK MAINTEANCE AREA)

2. **EB-31 Waste Pit**. Soil boring EB-31 was advanced near the northeastern corner of the maintenance yard reportedly to investigate a waste pit or disposal pond in this portion of the site. Soil borings EB-31 (A, B, and C) were later advanced to investigate the detection of petroleum hydrocarbons in soil from EB-31. In the Revised Closure Plan requested below, please describe the types and/or source of the wastes that may have been placed in the area of boring EB-31. In addition, please describe the basis for selecting a location for boring EB-31. This information will help to assess the likelihood that the EB-31 borings are representative of conditions in the former waste pit or disposal pond.

TECHNICAL COMMENTS ON AOC 3 (HEAVY EQUIPMENT MAINTENANCE SHOP AREA)

3. **Confirmation Soil Sampling Beneath Lube Shed Piping**. The proposed collected of eight sidewall and two confirmation soil samples beneath the Lube Shed piping is generally acceptable. Additional confirmation soil samples may be required if requested during field inspection by ACEH or Livermore Pleasanton Fire Department or if the excavations are expanded beyond the currently estimated extent. In addition to the proposed laboratory analyses for TPH as diesel and TPH as motor oil using EPA Method 8015 we request that the two bottom confirmation soil samples also be analyzed for full scan target list for VOCs, BTEX, MTBE, and lead scavengers (ethylene dibromide and 1,2-dichloroethane) using EPA Method 8260B. Additional laboratory analyses may be requested if additional information on the contents of the piping indicates that the piping may have carried other chemicals.

4. **Concrete Removal and Excavation in Wash Rack Area**. The Closure Plan currently proposes the removal of the grease trap and double weir in the southern portion of the wash rack. In order to assess whether soils beneath the wash rack area have been impacted, we request that the concrete be removed for inspection and sampling over an area extending five feet west, five feet north, and to the southern edge of the concrete south of the double weir. We also request that the concrete be removed for inspection and sampling from any areas where the concrete is cracked or shows signs of infiltration along expansion joints. The exposed areas are to be visually inspected and screened using a photoionization detector. Any areas with visible staining, odor, or elevated PID readings are to be overexcavated to remove the contaminated soil and perform confirmation soil sampling. Please include these plans in the Revised Closure Plan requested below.

5. **Confirmation Soil Sampling in Wash Rack Area**. The collection of four sidewall confirmation soil samples and one bottom confirmation soil sample in the area of the grease trap and double weir is acceptable. In addition, we request that a minimum of one confirmation soil sample be collected from exposed soil below the removed concrete north and west of the grease trap. Additional confirmation soil samples may be required if requested during field inspection by ACEH or Livermore Pleasanton Fire Department or if the excavations are expanded beyond the currently estimated extent. We request that all confirmation soil samples from the Wash Rack Area be analyzed for TPH as diesel and

TPH as motor oil using EPA Method 8015 and metals (Cd, Cr, Pb, Ni, Zn) using EPA Method 6010B. We also request that the soil sample collected from the bottom of the excavation be analyzed for TPH as gasoline, TPH as diesel and TPH as motor oil using EPA Method 8015, full scan target list for VOCs, BTEX, MTBE, and lead scavengers (ethylene dibromide and 1,2-dichloroethane) using EPA Method 8260B, PCBs using EPA Method 8082, polycyclic aromatic hydrocarbons (PAHs) using EPA Method 8270 in selective ion monitoring (SIM) mode using EPA method 8270, and metals (Cd, Cr, Pb, Ni, Zn) using EPA Method 6010B.

6. **Southern Edge of Wash Rack.** In order to assess whether soil along the southern edge of the Wash Rack Area has been impacted by activities at the Wash Rack, we request that a minimum of three soil samples be collected from soil immediately beyond the edge of the concrete at the southern edge of the Wash Rack. We request that the confirmation soil samples from the edge of the Wash Rack Area be analyzed for TPH as diesel and TPH as motor oil using EPA Method 8015, PCBs using EPA Method 8082, PAHs using EPA Method 8270 in selective ion monitoring (SIM) mode using EPA method 8270, and metals (Cd, Cr, Pb, Ni, Zn) using EPA Method 6010B.

7. **Storm Drain near Wash Rack.** The Phase I Environmental Site Assessment (Brown and Caldwell, June 15, 2006) describes, "an on-site storm water inlet located near the heavy equipment shop and adjacent to the former wash pad and wash area sump. The drain is designed to catch storm water and route it to Cope Pond, located on the eastern side of the property." A later report (ENV America, November 2006) indicates that, "water from the wash rack appears to be entering the storm drain inlet." In the Revised Closure Plan requested below, please show the location of all storm drain inlets near the wash rack area, indicate whether it is likely that water from the wash rack entered the storm drain inlet(s), and show the areas that provide runoff to the storm drain inlet(s). Please also confirm that the storm drain(s) near the Heavy Equipment Shop route water to Cope Pond.

8. **Former Aboveground Waste Oil Tanks**. TPHd was detected in soil from boring EB5 located south of the Former Aboveground Waste Oil Tanks at a concentration of 170 mg/kg. No sampling was conducted in the area of the Former Aboveground Waste Oil Tanks. We request that the concrete be removed for inspection and sampling from the area of the Former Aboveground Waste Oil Tank and boring EB5. The exposed areas are to be visually inspected and screened using a photoionization detector. Any areas with visible staining, odor, or elevated PID readings are to be overexcavated to remove the contaminated soil prior to confirmation soil sampling. We request that a minimum of two confirmation soil samples be collected from exposed soil below the removed concrete. The confirmation soil samples are to be analyzed for TPH as diesel and TPH as motor oil using EPA Method 8015 and metals (Cd, Cr, Pb, Ni, Zn) using EPA Method 6010B. Please include these plans in the Revised Closure Plan requested below.

9. **Area East of Lube Shed.** TPHd and TPHmo were detected in soil from boring B-1 located east of the Lube Shed at concentrations of 890 and 680 mg/kg, respectively. The concentration of 890 mg/kg of TPHd exceeds the Environmental Screening Level for commercial land use of 83 mg/kg. Asphalt has been reported in the subsurface in this area also (ENV America, November 2006). Additional investigation and/or cleanup will be

required in the area east of the Lube Shed. In the Revised Closure Plan requested below, please propose additional investigation activities, such as test pits, to help evaluate the area east of the Lube Shed.

10. **Backfilling with Imported Fill.** The Closure Plan indicates that the AOC 3 excavation will be backfilled with material imported from stockpiles of gravel located near AOC 1. AOC 1 has several areas of surface and subsurface soil contamination. In the Revised Closure Plan requested below, please provide sufficient information on the source of the gravel stockpiles to be used for imported fill to assure that the stockpiles do not contain contaminated soil, construction debris, or other types of debris. If the origin and history of the stockpile is unknown, please propose sampling to confirm that the material is clean fill.

11. **Groundwater in AOC 3**. During our review of the case file, we became aware that solvents were stored and presumably used in AOC 3. We request that you collect a groundwater samples from well ENV-1 for analysis of TPHg and TPHd using EPA Methods 8015 and full scan target list VOCs using EPA Method 8260. Please include these plans in the Revised Closure Plan requested below.

TECHNICAL COMMENTS ON AREA EAST OF AOC 3 AND TRANSFORMERS

12. **2006 Sampling Results.** A Phase II Environmental Site Assessment was conducted at the site in September and October 2006 by ENV America Incorporated for Legacy Partners Commercial, LLC. The results are presented in a report entitled, "*Phase II Environmental Site Assessment*," dated November 2006. This work was planned and performed independently and not under the regulatory oversight of Livermore-Pleasanton Fire Department or ACEH. The November 2006 ENV America report listed known or suspected environmental conditions at several locations throughout the facility and presented results from the 2006 investigation. Within the November 2006 report, sampling locations are shown on two base maps with scales of one inch equals 1,200 feet or one inch equals 100 feet, respectively. Laboratory analytical results are presented on tables labeled "Draft." Maps that spatially depict analytical results, maps showing site features, boring logs, test pit logs, or cross sections were not presented in the report. Given the scale of the sampling location maps, it is not possible to view the distance between the sample locations and site features and assess the proximity of the sample locations to potential releases. In correspondence dated March 16, 2007, ACEH provided comments on the November 2006 ENV America report requesting that maps be prepared for each area at an appropriate scale to depict site features, sampling locations, and the area of any proposed investigation or demolition activities. For locations with a significant amount of sampling data, we requested detailed maps depicting analytical results. In response to the March 16, 2007 ACEH correspondence, a "*Work Plan for Additional Site Characterization at the Hanson Aggregates Radum Facility*," dated May 16, 2007 and prepared for Hanson Aggregates by LFR Environmental Management & Consulting Engineering was submitted. The May 16, 2007 Work Plan included a table summarizing investigation activities with maps for each AOC. However, the maps for each AOC were presented at scales of one inch equals approximately 75 to more than 150 feet and site features could not be identified. In addition, the accuracy of the sampling locations was approximate. Due to these limitations,

the information is not adequate to fully characterize the recognized and potential environmental concerns in each of these areas.

13. **Former Plant Lube Storage Shed/Warehouse (Oil Shed).** In September 2006, three soil samples were collected from approximately 2, 8, and 16 feet bgs near the demolished Plant Lube Storage Shed (ENV America 2006). This area is also identified as the "Oil Shed C," on a figure labeled, "*Hazardous Materials Storage Areas*," which is located in Appendix B of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report. Soil samples were also collected from a soil boring (SS105) advanced in January 2007. As discussed in technical comment 12, the results presented in the November 2006 ENV America Report and March 16, 2007 LFR Work Plan are not adequate to assess the potential environmental concerns for the Former Plant Lube Storage Shed. Therefore, additional investigation of this area will be required. Please include plans to investigate this area in the Revised Closure Plan requested below.

14. **Abandoned Drums.** In September 2006, one soil sample was collected from approximately 0.5 feet bgs near some abandoned drums in AOC 5 (ENV America 2006). TPHg, TPHd, TPHmo, and BTEX were not detected above reporting limits. The final disposition of the abandoned drums is not clear. As discussed in technical comment 12, the results presented in the November 2006 ENV America Report and March 16, 2007 LFR Work Plan are not adequate to assess the potential environmental concerns for the Abandoned Drums. Therefore, additional investigation of this area will be required. Please include plans to investigate this area in the Revised Closure Plan requested below.

15. **Substations**. Two power substations were formerly present in the central portion of the site as shown on a figure labeled, "*Hazardous Materials Storage Areas*," which is located in Appendix B of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report. Recognized or potential environmental concerns at these two substations do not appear to be addressed in any of the existing Work Plans or Reports for this site. In the Revised Closure Plan requested below, please propose investigation activities to assess whether any releases occurred in the areas of the two substations.

16. **Transformers.** The January 28, 2005 Baseline Environmental Consulting report entitled, "*Closure Plan Report, Radum Plant*," indicates that 14 oil-filled transformers were formerly located at the site. As part of the September and October 2006 Phase II Environmental Site Assessment (EMV America, November 2006), soil samples were collected from five locations labeled TRANS-A, B, C, D, and E. However, the specific locations of the soil samples in relation to the former transformers cannot be determined from the information presented in the November 2006 ENV America report or the March 16, 2007 LFR Work Plan. Either clarification regarding the locations of the five soil samples (TRANS-A through E) with respect to the former transformers or collection of additional soil samples with proper documentation will be required. In addition, we request that you include plans to investigate the transformers shown on Figure 3 of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report that are outside the areas of Transformers A through E. Please include plans to investigate this area in the Revised Closure Plan requested below.

TECHNICAL COMMENTS ON AOC 4 (FORMER CONCRETE BATCH PLAN AREA)

17. **Former Concrete Batch Plant**. In September 2006, three soil samples were collected from one test pit excavated near four plastic tanks suspected to contain plasticizers (ENV America November 2006). No other areas of the Former Concrete Batch Plant appear to have been investigated. The potential for the surface material in the Former Concrete Batch Plant Area to contain high pH material that could contribute to elevated pH in surface runoff has not been investigated. The disposition of the four plastic tanks is also not clear. Due to these potential conditions and the limitations discussed in technical comment 12, further investigation will be required in the Former Concrete Batch Plant Area. Please include plans to investigate this area in the Revised Closure Plan requested below.

TECHNICAL COMMENTS ON AOC 5 (FORMER MINING OPERATIONS AREA)

18. **Former Rock Crusher.** In September 2006, one soil sample was collected from approximately 8 feet bgs from test pit CR excavated near the Former Rock Crusher (ENV America 2006). TPHd, TPHmo, and BTEX were not detected above reporting limits. No other areas of the Former Rock Crusher appear to have been investigated. As discussed in technical comment 12, the results presented in the November 2006 ENV America Report and March 16, 2007 LFR Work Plan are not adequate to assess the potential environmental concerns in the Former Rock Crusher Area. Therefore, additional investigation of this area will be required. Please include plans to investigate this area in the Revised Closure Plan requested below.

19. **Former Aboveground Waste Oil Tank.** In September 2006, one soil sample was collected from approximately 8 feet bgs from test pit WO excavated near the Former Aboveground Waste Oil Tank (ENV America 2006). TPHd, TPHmo, and BTEX were not detected above reporting limits. We note that this area also appears to be labeled, "Plant Lube," on a figure labeled, "*Hazardous Materials Storage Areas*," which is located in Appendix B of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report. No other areas of the Plant Lube or Former Aboveground Waste Oil Tank appear to have been investigated. As discussed in technical comment 12, the results presented in the November 2006 ENV America Report and March 16, 2007 LFR Work Plan are not adequate to assess the potential environmental concerns for the Aboveground Waste Oil Tank. Therefore, additional investigation of this area will be required. Please include plans to investigate this area in the Revised Closure Plan requested below.

20. **Former Rod Mill.** In September 2006, three soil samples were collected from approximately 2, 8, and 14 feet bgs from soil boring RM near the Former Rod Mill (ENV America 2006). TPHd was detected at concentrations less than 20 mg/kg and TPHmo and PAHs were not detected above reporting limits. As discussed in technical comment 12, the results presented in the November 2006 ENV America Report and March 16, 2007 LFR Work Plan are not adequate to assess the potential environmental concerns for the Former Rod Mill. Therefore, additional investigation of this area will be required. Please include plans to investigate this area in the Revised Closure Plan requested below.

21. **Former Plant Lube.** A building labeled, "Plant Lube D," is shown in AOC 5 on a figure labeled, "*Hazardous Materials Storage Areas*," which is located in Appendix B of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report (Attachment 1 to this correspondence). A "California Hazardous Materials Reporting Form," indicates that various oils, greases, and cleaning solvents were stored at the Former Plant Lube. In the Revised Closure Plan, please provide background information and propose investigation of this area.

TECHNICAL REPORT REQUEST

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

- **May 28, 2011** – Revised Closure Plan for AOCs 2 through 5

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,

Digitally signed by Jerry Wickham
DN: cn=Jerry Wickham, o=Alameda County Environmental Health, ou, email=jerry.wickham@acgov.org, c=US
Date: 2011.04.12 17:38:23 -07'00'

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

Attachments: 1) Figure labeled "*Hazardous Materials Storage Areas*," from Appendix B of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report
2) Responsible Party(ies) Legal Requirements/Obligations

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

cc: Danielle Stefani, Livermore Pleasanton Fire Department, 3560 Nevada St, Pleasanton, CA 94566 (*Sent via E-mail to: dstefani@lpfire.org*)

Cheryl Dizon (QIC 8021), Zone 7 Water Agency, 100 North Canyons Pkwy, Livermore, CA 94551 (*Sent via E-mail to: cdizon@zone7water.com*

John Rigter, Livermore-Pleasanton Fire Department, 3560 Nevada Street, Pleasanton, CA 94566 (*Sent via E-mail to: jrigter@lpfire.org*)

Bridget Metz, Legacy Partners, 4000 East Third Avenue, Suite 600
Foster City, CA 94404-4805 (*Sent via E-mail to: BMetz@legacypartners.com*

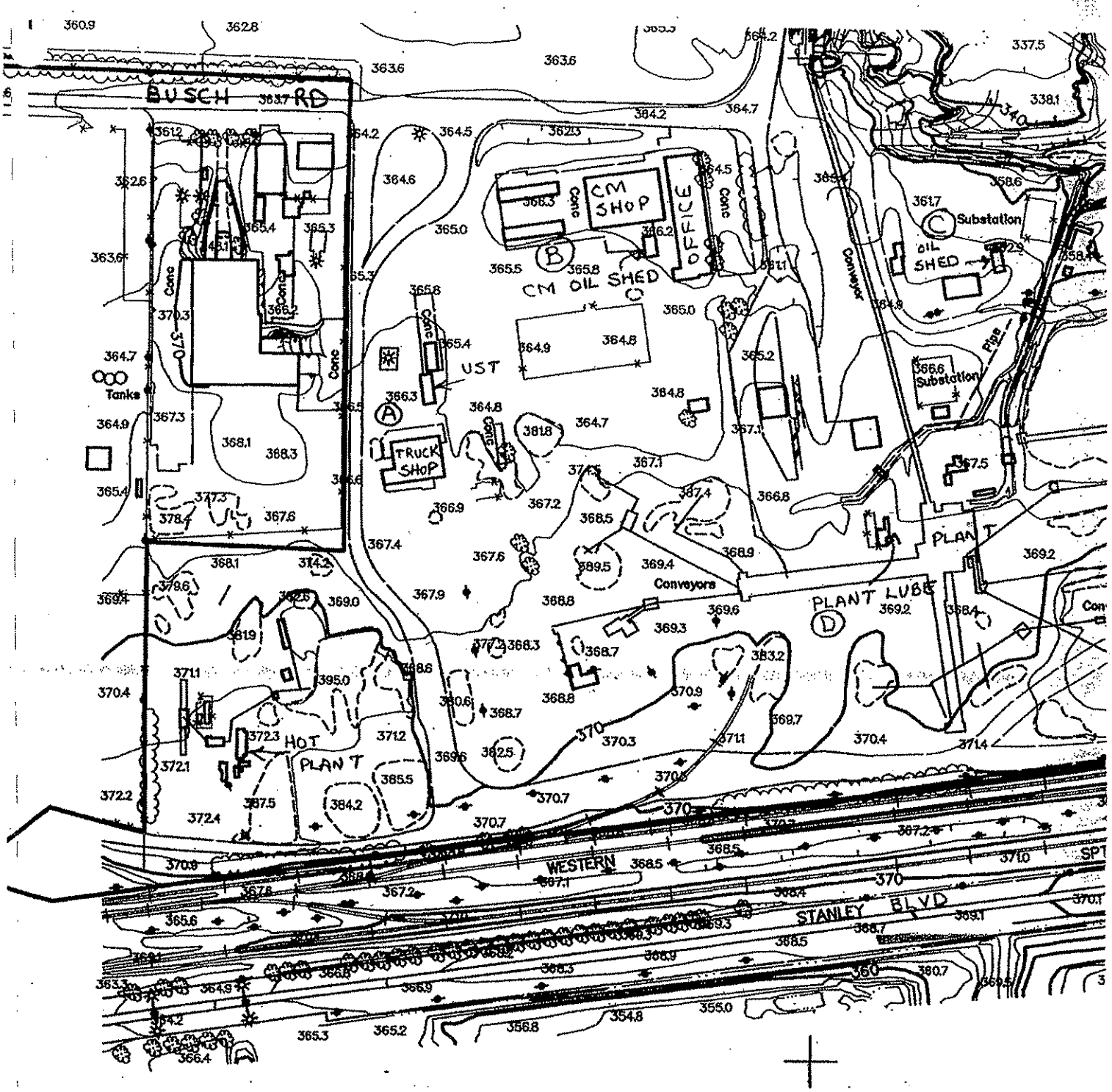
Voytek Bajsarowicz, Haley & Aldrich, 9040 Friars Road, Suite 220, San Diego, CA 92108-5860 (*Sent via E-mail to: VBajsarowicz@haleyaldrich.com*)

Ron Goloubow, LFR, 1900 Powell Street, 12th Floor
Emeryville, CA 94608-1827 (*Sent via E-mail to: Ron.Goloubow@lfr.com*)

Jonathan P. Lowell, City Attorney, City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566 (*Sent via E-mail to: jlowell@ci.pleasanton.ca.us*)

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

GeoTracker, e-File



HAZARDOUS MATERIALS STORAGE AREAS

Attachment 1

Responsible Party(ies) Legal Requirements / Obligations

REPORT REQUESTS

These reports are being requested pursuant to California Health and Safety Code Section 25296.10. 23 CCR Sections 2652 through 2654, and 2721 through 2728 outline the responsibilities of a responsible party in response to an unauthorized release from a petroleum UST system, and require your compliance with this request.

ELECTRONIC SUBMITTAL OF REPORTS

ACEH's Environmental Cleanup Oversight Programs (LOP and SLIC) require submission of reports in electronic form. The electronic copy replaces paper copies and is expected to be used for all public information requests, regulatory review, and compliance/enforcement activities. Instructions for submission of electronic documents to the Alameda County Environmental Cleanup Oversight Program FTP site are provided on the attached "Electronic Report Upload Instructions." Submission of reports to the Alameda County FTP site is an addition to existing requirements for electronic submittal of information to the State Water Resources Control Board (SWRCB) GeoTracker website. In September 2004, the SWRCB adopted regulations that require electronic submittal of information for all groundwater cleanup programs. For several years, responsible parties for cleanup of leaks from underground storage tanks (USTs) have been required to submit groundwater analytical data, surveyed locations of monitoring wells, and other data to the GeoTracker database over the Internet. Beginning July 1, 2005, these same reporting requirements were added to Spills, Leaks, Investigations, and Cleanup (SLIC) sites. Beginning July 1, 2005, electronic submittal of a complete copy of all reports for all sites is required in GeoTracker (in PDF format). Please visit the SWRCB website for more information on these requirements (http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/).

PERJURY STATEMENT

All work plans, technical reports, or technical documents submitted to ACEH must be accompanied by a cover letter from the responsible party that states, at a minimum, the following: "I declare, under penalty of perjury, that the information and/or recommendations contained in the attached document or report is true and correct to the best of my knowledge." This letter must be signed by an officer or legally authorized representative of your company. Please include a cover letter satisfying these requirements with all future reports and technical documents submitted for this fuel leak case.

PROFESSIONAL CERTIFICATION & CONCLUSIONS/RECOMMENDATIONS

The California Business and Professions Code (Sections 6735, 6835, and 7835.1) requires that work plans and technical or implementation reports containing geologic or engineering evaluations and/or judgments be performed under the direction of an appropriately registered or certified professional. For your submittal to be considered a valid technical report, you are to present site specific data, data interpretations, and recommendations prepared by an appropriately licensed professional and include the professional registration stamp, signature, and statement of professional certification. Please ensure all that all technical reports submitted for this fuel leak case meet this requirement.

UNDERGROUND STORAGE TANK CLEANUP FUND

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

AGENCY OVERSIGHT

If it appears as though significant delays are occurring or reports are not submitted as requested, we will consider referring your case to the Regional Board or other appropriate agency, including the County District Attorney, for possible enforcement actions. California Health and Safety Code, Section 25299.76 authorizes enforcement including administrative action or monetary penalties of up to $10,000 per day for each day of violation.

Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC)	**REVISION DATE:** July 20, 2010
	ISSUE DATE: July 5, 2005
	PREVIOUS REVISIONS: October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010
SECTION: Miscellaneous Administrative Topics & Procedures	**SUBJECT:** Electronic Report Upload (ftp) Instructions

The Alameda County Environmental Cleanup Oversight Programs (LOP and SLIC) require submission of all reports in electronic form to the county's ftp site. Paper copies of reports will no longer be accepted. The electronic copy replaces the paper copy and will be used for all public information requests, regulatory review, and compliance/enforcement activities.

REQUIREMENTS

- **Please do not submit reports as attachments to electronic mail.**
- Entire report including cover letter must be submitted to the ftp site as **a single portable document format (PDF) with no password protection**.
- It is **preferable** that reports be converted to PDF format from their original format, (e.g., Microsoft Word) rather than scanned.
- **Signature pages and perjury statements must be included and have either original or electronic signature.**
- **Do not password protect the document**. Once indexed and inserted into the correct electronic case file, the document will be secured in compliance with the County's current security standards and a password. **Documents with password protection will not be accepted**.
- Each page in the PDF document should be rotated in the direction that will make it easiest to read on a computer monitor.
- Reports must be named and saved using the following naming convention:

  RO#_Report Name_Year-Month-Date (e.g., RO#5555_WorkPlan_2005-06-14)

Submission Instructions

1) Obtain User Name and Password
   a) Contact the Alameda County Environmental Health Department to obtain a User Name and Password to upload files to the ftp site.
      i) Send an e-mail to deh.loptoxic@acgov.org
   b) In the subject line of your request, be sure to include **"ftp PASSWORD REQUEST"** and in the body of your request, include the **Contact Information, Site Addresses**, and the **Case Numbers (RO# available in Geotracker) you will be posting for**.

2) Upload Files to the ftp Site
   a) Using Internet Explorer (IE4+), go to ftp://alcoftp1.acgov.org
      (i) Note: Netscape, Safari, and Firefox browsers will not open the FTP site as they are NOT being supported at this time.
   b) Click on Page located on the Command bar on upper right side of window, and then scroll down to Open FTP Site in Windows Explorer.
   c) Enter your User Name and Password. (Note: Both are Case Sensitive.)
   d) Open "My Computer" on your computer and navigate to the file(s) you wish to upload to the ftp site.
   e) With both "My Computer" and the ftp site open in separate windows, drag and drop the file(s) from "My Computer" to the ftp window.

3) Send E-mail Notifications to the Environmental Cleanup Oversight Programs
   a) Send email to deh.loptoxic@acgov.org notify us that you have placed a report on our ftp site.
   b) Copy your Caseworker on the e-mail. Your Caseworker's e-mail address is the entire first name then a period and entire last name @acgov.org. (e.g., firstname.lastname@acgov.org)
   c) The subject line of the e-mail must start with the RO# followed by **Report Upload**. (e.g., Subject: RO1234 Report Upload) If site is a new case without an RO#, use the street address instead.
   d) If your document meets the above requirements and you follow the submission instructions, you will receive a notification by email indicating that your document was successfully uploaded to the ftp site.