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ENVIRONMENTAL PROTECTION  
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October 2, 2012

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

Mr. Steven Dunn (*Sent via E-mail to: [dunn@legacypartners.com](mailto:dunn@legacypartners.com)*)  
Legacy Partners  
4000 East Third Avenue, Suite 600  
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Debra Patterson (*Sent via E-mail to: [dpatterson@lionstonegroup.com](mailto:dpatterson@lionstonegroup.com)*)  
Lionstone Group  
100 Waugh, Suite 600  
Houston, TX 77007

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 Responsible Parties:

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, "*Revised Closure Plan, Former Hanson Aggregates Radum Facility*," dated December 12, 2011 (Revised Closure Plan). The Revised Closure Plan, which was prepared by ARCADIS on behalf of Lehigh Hanson West Region (Hanson), is intended to replace a previous Closure Plan dated May 28, 2010 and to address comments from the Livermore-Pleasanton Fire Department (LPFD) dated April 7, 2011 and comments from ACEH dated April 12, 2011.

The Revised Closure Plan addresses many of the comments in our previous correspondence. However, prior to approval we request further revisions to the Closure Plan. Therefore, please submit a Revised Closure Plan that addresses the technical comments below and all technical comments to be provided by the Livermore-Pleasanton Fire Department under separate cover. Please submit the Revised Closure Plan to both ACEH and the Livermore-Pleasanton Fire Department **no later than December 3, 2012**.

#### **TECHNICAL COMMENTS**

- 1. Figures – Parcel Map.** Please provide a site map that shows the property parcels and current ownership of each parcel.
- 2. Section 2.3 EB-31 Waste Pit.** In order to help assess the likelihood that the EB-31 borings are representative of conditions in a former waste pit or disposal pond, ACEH requested that the Revised Closure Plan describe the types and/or source of the wastes that may have been placed in the area of boring EB-31 and the basis for selecting a location for boring EB-31. The Revised Closure Plan was not able to address either of these items.

Further evaluation of the EB-31 is held in abeyance pending discovery of further information or further research by ACEH.

3. **Section 2.3.1 Well Abandonment.** Section 2.3.1 of the Revised Closure Plan proposes well abandonment of unspecified wells. No well abandonment will be approved prior to case closure unless unusual conditions requiring well abandonment to protect water quality are discovered.
4. **Sections 3.2 and 3.3.** The revised scope of work presented in Sections 3.2 and 3.3 generally appears to address the technical comments in our April 12, 2011 correspondence.
5. **Section 3.2.4.** Please include a provision to investigate and remove additional piping related to the former lube shed that is discovered during excavation activities. Depending upon encountered conditions, additional sampling is likely to be required beneath the additional piping.
6. **Section 3.4 Area East of Lube Shed.** The Revised Closure Plan proposes advancing one boring adjacent to existing borings B-1 and B-1(A) to characterize the vertical extent of contamination. Since the source and lateral extent of contamination is not known, a proposal to define the vertical extent of contamination has limited value. The proposal to collect soil samples at 5-foot intervals for logging and screening is also not adequate. In order to investigate the source of previous detections of petroleum hydrocarbons in soil and groundwater in this area, we request that you prepare a Revised Closure Plan that includes advancing a minimum of three trenches for screening and sampling prior to advancing the two proposed borings. The trenches are to be located within the area east of the lube shed to help define the source and lateral extent of contamination.

Each trench is to be visually logged and screened using a photoionization detector (PID). Confirmation soil samples are to be collected from any sidewall locations with visible staining, odor, or elevated PID readings. If no areas with visible staining, odor, or elevated PID readings are observed, sidewall soil samples are to be collected at defined intervals. The confirmation soil samples are to be analyzed for TPH as gasoline, TPH as diesel, TPH as Stoddard solvent, and TPH as motor oil using EPA Method 8015. Additional laboratory analyses may be requested if additional information from the surrounding area indicates that additional chemicals may be present.

Following the trenching, the two proposed borings may be advanced to define the vertical extent of contamination. The locations of the two borings are to be selected based on any observations of contamination during the trenching. If no contamination is observed, the borings may be advanced adjacent to borings B-1 and B-1A. The borings are to be completed as follows:

- The borings are to be continually sampled for logging and screening purposes.
- Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 10 and 15 feet bgs. The soil samples are to be analyzed for TPH as gasoline, TPH as diesel, TPH as Stoddard solvent, and TPH as motor oil using EPA Method 8015M.

7. **Section 3.5 Former Plant Lube Storage Shed/Warehouse (Oil Shed).** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of a former plant lube storage area with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPFD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:
- Identification of the former plant lube storage shed/warehouse (oil shed) and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs;
  - Further review of all site information regarding the methods of closure used and removal of hazardous materials and wastes from the facility. The review should address the method for demolition of the facility and how the building and contents were disposed of.
  - The borings are to be continually sampled for logging and screening purposes.
  - Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The soil samples are to be analyzed for TPH as diesel, TPH as Stoddard solvent, and motor oil using EPA Method 8015M and metals (Cd, Cr, Pb, Ni, and Zn) using EPA Method 6010B.
  - Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.
8. **Section 3.6 Former Power Substations.** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of each of the two former power substations with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPFD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:
- Identification of the former power substations on historic aerial photos and juxtaposing these features on recent aerial photographs;
  - Further review of all site information regarding the methods for closure and removal of the power substations and its contents. The review should address the method for demolition of the power substations and how the substation and contents were disposed of.
  - The borings are to be continually sampled for logging and screening purposes.
  - Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The soil samples are to be analyzed for TPH as diesel and motor oil using EPA Method 8015M and full scan target list for PCBs using EPA Method 8082.
  - Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.

9. **Section 3.7 Transformers.** The Revised Closure Plan proposes advancing one to three soil borings in the areas surrounding Transformers A through E with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPFD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:
- Identification of former transformers A through E and the transformers shown on Figure 3 of the January 28, 2005 Baseline Environmental Consulting Closure Plan Report on historic aerial photos and juxtaposing these features on recent aerial photographs.
  - Once the former transformers have been located on recent aerial photographs and proposed locations selected, please contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations. The proposed locations are to be reviewed and approved by ACEH and/or LPFD prior to implementation of the borings.
  - The borings are to be continually sampled for logging and screening purposes.
  - Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The soil samples are to be analyzed for TPH as motor oil using EPA Method 8015M and full scan target list for PCBs using EPA Method 8082.
  - Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.
10. **Section 3.8 Storm Drain near Wash Rack.** The Revised Closure Plan proposes conducting research on the storm drain near the Wash Rack to address ACEH comments in our April 16, 2011 correspondence. Since the requested search has not been completed, an additional phase of investigation may be necessary in the future. We request that you present the results of the storm drain research in the Revised Closure Plan requested below.
11. **Section 4.1 Former Concrete Batch Plant.** The Revised Closure Plan proposes field testing of surface soil samples using a field pH test kit. Locations for testing are to be determined in the field with the locations based on site topography, any observable features, and input from ACEH and/or LPFD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:
- Identification of the former concrete batch plant and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs;
  - Further review of all site information regarding the methods for closure and removal of the facility and its contents. The review should address the method for demolition of the facility and how the facility and contents were disposed of;
  - Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.

- 12. Section 5.1 Former Rock Crusher.** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of a former rock crusher with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPPD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:
- Identification of the former rock crusher and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs.
  - Further review of all site information regarding the methods for closure and removal of the facility and its contents. The review should address the method for demolition of the rock crusher and how the materials were disposed of.
  - The borings are to be continually sampled for logging and screening purposes.
  - Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The proposed analytical methods for the soil samples are acceptable.
  - Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPPD to arrange a meeting or site visit to review the proposed locations.
- 13. Section 5.2 Former Aboveground Waste Oil Tank.** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of a former aboveground waste oil tank with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPPD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:
- Identification of the former aboveground waste oil tank and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs.
  - Further review of all site information regarding the methods for closure and removal of the former aboveground waste oil tank and its contents.
  - Once the review in the first two steps have been completed and proposed locations have been selected, please contact ACEH and LPPD to arrange a meeting or site visit to review the proposed locations. The proposed locations are to be reviewed and approved by ACEH and/or LPPD prior to implementation of the borings.
  - The borings are to be continually sampled for logging and screening purposes.
  - Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The proposed analytical methods for the soil samples are acceptable.
  - Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPPD to arrange a meeting or site visit to review the proposed locations.
- 14. Section 5.3 Former Rod Mill.** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of a former rod mill with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPPD personnel during

a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:

- Identification of the former rod mill and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs.
- Further review of all site information regarding the methods for closure and removal of the former rod mill and its contents.
- The borings are to be continually sampled for logging and screening purposes.
- Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The proposed analytical methods for the soil samples are acceptable.
- Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.

**15. Section 5.4 Former Plant Lube Shed.** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of a former plant lube shed mill with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPFD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:

- Identification of the former plant lube shed and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs.
- Further review of all site information regarding the methods for closure and removal of the former plant lube shed and its contents.
- The borings are to be continually sampled for logging and screening purposes.
- Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. In addition to the proposed analytical methods for the soil samples, please include TPH as Stoddard solvent using EPA Method 8015.
- Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.

**16. Section 5.5 Abandoned Drums.** The Revised Closure Plan proposes advancing three to six soil borings in the vicinity of abandoned drums with the locations of the borings based on site topography, any observable features, and input from ACEH and/or LPFD personnel during a site walk. This proposed scope of work is generally acceptable provided that the following modifications are made to the Revised Closure Plan:

- Identification of the former abandoned drums and all related features on historic aerial photos and juxtaposing these features on recent aerial photographs.
- Further review of all site information regarding the methods for closure and removal of the former abandoned drums and their contents.
- The borings are to be continually sampled for logging and screening purposes.
- Soil samples are to be collected for laboratory analysis from any interval where visible staining, odor, or elevated PID readings are observed in the borings. If no

visible staining, odor, or elevated PID readings are observed in the borings, soil samples are to be collected for laboratory analysis at depths of 2, 5, and 10 feet bgs. The proposed analytical methods for the soil samples are acceptable.

- Once the review in the first two steps has been completed and proposed locations have been presented in a Revised Closure Plan, you may wish to contact ACEH and LPFD to arrange a meeting or site visit to review the proposed locations.

- 17. Section 7 - Backfilling with Imported Fill.** In the Revised Closure Plan requested below, please revise the first sentence in the second paragraph of section 7 to indicate that the excavation will be advanced sufficiently to remove soil impacted by all chemicals of concern rather than TPH-affected soil. Please also provide additional detail regarding the volume of soil in each stockpile, the sampling methods used for the stockpile soil sampling, and a map showing the locations of the stockpiles and samples. Also please describe the grain size and general composition of the proposed fill material.
- 18. GeoTracker.** A review of the case file and the State's Geotracker database indicates that the site is not in compliance with the State Water Resource Control Board (SWRCB) Electronic Report Regulations (Chapter 30, Division 3 of Title 23 & Division 3 of Title 27, CCR). Pursuant to California Code of Regulations, Title 23, Division 3, Chapter 16, Article 12, Sections 2729 and 2729.1, beginning September 1, 2001, all analytical data, including monitoring well samples, submitted in a report to a regulatory agency as part of the UST or LUST program, must be transmitted electronically to the SWRCB GeoTracker system via the internet. In September 2004, the SWRCB adopted regulations that require electronic submittal of information for all groundwater cleanup programs, including SLIC programs. Beginning July 1, 2005, electronic submittal of a complete copy of all reports for all sites was required in GeoTracker. At present, missing data and documents include, but may not be limited to analytical data in EDF format, boring logs, location data, maps, and reports. Please see Attachment 1 for limited additional details, and the state GeoTracker website for full details. Please upload all required submittals to GeoTracker by the date specified below. ACEH has previously requested compliance with GeoTracker requirements. If the case does not come into compliance, ACEH will issue a Notice of Violation.

### **TECHNICAL REPORT REQUEST**

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

- **November 16, 2012** – Compliance with GeoTracker Requirements
- **December 3, 2013** – Revised Closure Plan  
File to be named: WP\_R\_yyyy-mm-dd RO2952

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

Responsible Parties  
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responsibilities of a responsible party in response to an unauthorized release from a petroleum UST system, and require your compliance with this request.

If you have any questions, please call me at (510) 567-6791 or send me an electronic mail message at [jerry.wickham@acgov.org](mailto:jerry.wickham@acgov.org). Online case files are available for review at the following website: <http://www.acgov.org/aceh/index.htm>.

Sincerely,

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

Attachments: 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](mailto:dstefani@lpfire.org))

Colleen Winey (QIC 8021), Zone 7 Water Agency, 100 North Canyons Pkwy, Livermore, CA 94551 (Sent via E-mail to: [cwiney@zone7water.com](mailto:cwiney@zone7water.com))

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

Voytek Bajsarowicz, Haley & Aldrich, 2033 North Main Street, Suite 309, Walnut Creek, CA 94596 (Sent via E-mail to: [VBajsarowicz@haleyaldrich.com](mailto:VBajsarowicz@haleyaldrich.com))

Ron Goloubow, LFR, 1900 Powell Street, 12<sup>th</sup> Floor  
Emeryville, CA 94608-1827 (Sent via E-mail to: [Ron.Goloubow@lfr.com](mailto: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](mailto:jlowell@ci.pleasanton.ca.us))

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

GeoTracker, e-File



## Attachment 1

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

#### REPORT/DATA REQUESTS

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

#### ELECTRONIC SUBMITTAL OF REPORTS

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

Submission of reports to the ACEH FTP site is in addition to requirements for electronic submittal of information (ESI) to the State Water Resources Control Board's (SWRCB) Geotracker website. In April 2001, the SWRCB adopted 23 CCR, Division 3, Chapter 16, Article 12, Sections 2729 and 2729.1 (Electronic Submission of Laboratory Data for UST Reports). Article 12 required electronic submittal of analytical laboratory data submitted in a report to a regulatory agency (effective September 1, 2001), and surveyed locations (latitude, longitude and elevation) of groundwater monitoring wells (effective January 1, 2002) in Electronic Deliverable Format (EDF) to Geotracker. Article 12 was subsequently repealed in 2004 and replaced with Article 30 (Electronic Submittal of Information) which expanded the ESI requirements to include electronic submittal of any report or data required by a regulatory agency from a cleanup site. The expanded ESI submittal requirements for petroleum UST sites subject to the requirements of 23 CCR, Division, 3, Chapter 16, Article 11, became effective December 16, 2004. All other electronic submittals required pursuant to Chapter 30 became effective January 1, 2005. Please visit the SWRCB website for more information on these requirements. ([http://www.waterboards.ca.gov/water\\_issues/programs/ust/electronic\\_submittal/](http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/))

#### PERJURY STATEMENT

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

#### PROFESSIONAL CERTIFICATION & CONCLUSIONS/RECOMMENDATIONS

The California Business and Professions Code (Sections 6735, 7835, and 7835.1) requires that work plans and technical or implementation reports containing geologic or engineering evaluations and/or judgments be performed under the direction of an appropriately registered or certified professional. For your submittal to be considered a valid technical report, you are to present site specific data, data interpretations, and recommendations prepared by an appropriately licensed professional and include the professional registration stamp, signature, and statement of professional certification. Please ensure all that all technical reports submitted for this fuel leak case meet this requirement.

#### UNDERGROUND STORAGE TANK CLEANUP FUND

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

#### AGENCY OVERSIGHT

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

<b>Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)</b>	<b>REVISION DATE:</b> July 25, 2012
	<b>ISSUE DATE:</b> July 5, 2005
	<b>PREVIOUS REVISIONS:</b> October 31, 2005; December 16, 2005; March 27, 2009; July 8, 2010
<b>SECTION:</b> Miscellaneous Administrative Topics & Procedures	<b>SUBJECT:</b> Electronic Report Upload (ftp) Instructions

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

## REQUIREMENTS

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

RO#\_Report Name\_Year-Month-Date (e.g., RO#5555\_WorkPlan\_2005-06-14)

## Submission Instructions

- 1) Obtain User Name and Password
  - a) Contact the Alameda County Environmental Health Department to obtain a User Name and Password to upload files to the ftp site.
    - i) Send an e-mail to [.loptoxic@acgov.org](mailto:.loptoxic@acgov.org)
  - b) In the subject line of your request, be sure to include **"ftp PASSWORD REQUEST"** and in the body of your request, include the **Contact Information, Site Addresses, and the Case Numbers (RO# available in Geotracker) you will be posting for.**
- 2) Upload Files to the ftp Site
  - a) Using Internet Explorer (IE4+), go to <://alcoftp1.acgov.org>
    - (i) Note: Netscape, Safari, and Firefox browsers will not open the FTP site as they are NOT being supported at this time.
  - b) Click on Page located on the Command bar on upper right side of window, and then scroll down to Open FTP Site in Windows Explorer.
  - c) Enter your User Name and Password. (Note: Both are Case Sensitive.)
  - d) Open "My Computer" on your computer and navigate to the file(s) you wish to upload to the ftp site.
  - e) With both "My Computer" and the ftp site open in separate windows, drag and drop the file(s) from "My Computer" to the ftp window.
- 3) Send E-mail Notifications to the Environmental Cleanup Oversight Programs
  - a) Send email to [.loptoxic@acgov.org](mailto:.loptoxic@acgov.org) notify us that you have placed a report on our ftp site.
  - b) Copy your Caseworker on the e-mail. Your Caseworker's e-mail address is the entire first name then a period and entire last name @acgov.org. (e.g., firstname.lastname@acgov.org)
  - c) The subject line of the e-mail must start with the RO# followed by **Report Upload**. (e.g., Subject: RO1234 Report Upload) If site is a new case without an RO#, use the street address instead.
  - d) If your document meets the above requirements and you follow the submission instructions, you will receive a notification by email indicating that your document was successfully uploaded to the ftp site.