



76 Broadway
Sacramento, California 95818

RECEIVED

3:10 pm, Mar 30, 2009

Alameda County
Environmental Health

October 17, 2008

Mr. Jerry Wickham
Alameda County Environmental Health
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577

Re: **Additional Site Assessment Work Plan
76 Service Station #11128
4707 First Street
Livermore, California
Fuel Leak Case No. RO0002970**

Mr. Wickham:

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.

If you have any questions or need additional information, please call:

Ted Moise (Contractor)
ConocoPhillips
Risk Management & Remediation
76 Broadway
Sacramento, CA 95818

Phone: (510) 245-5162
Cell: (925) 596-1454
Fax: (918) 662-4480

Sincerely,

Eric G. Hetrick
Site Manager
Risk Management & Remediation

Attachment

October 17, 2008

Mr. Jerry Wickham, PG, CEG, CHG
Senior Hazardous Materials Specialist
Alameda County Health Care Services Agency
Environmental Health Services
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577

RE: Additional Site Assessment Work Plan
Unocal #2611129/BP#11128
4707 First Street
Livermore, California

Dear Mr. Wickham:

On behalf of Conoco Phillips Company (COP), Delta Consultants (Delta), has prepared this work plan as directed by the Alameda County Environmental Health (ACEH) in the letter dated July 31, 2008 (copy attached).

In August 2007, six soil borings were advanced to depths of 9 to 35 feet below ground surface (bgs). Total petroleum hydrocarbons as diesel (TPHd) were detected in one of five soil samples collected at a concentration of 80 milligrams per kilogram (mg/kg). TPHd was detected in 4 of 5 groundwater samples collected at concentrations ranging from 1,100 to 7,300 micrograms per liter ($\mu\text{g/L}$). Total petroleum hydrocarbons as gasoline and fuel oxygenates were not detected in the groundwater samples.

Therefore, ACEH requested COP to submit a Work Plan to investigate the extent and source of soil and groundwater contamination, inclusive of a discussion of the site history and usage of diesel fuel at the subject site.

In order to define the extent and source of soil and groundwater contamination, Delta is proposing, to advance seven (7) soil borings at those locations shown on Figure 1, attached.



a member of:



SITE DESCRIPTION

The site is an active service station located at 4707 First Street in Livermore, California. The site's current underground storage tank (UST) system configuration includes three fuel USTs and two dispenser islands.

SITE HISTORY

1972 - Three gasoline Underground Storage Tanks (USTs) existed at the subject site. The tanks consisted of one 10,000-gallon unleaded fuel, one 8000-gallon super unleaded fuel tank, one 6000-gallon regular fuel tank and one 280-gallon waste oil tank.

1985-1986 Nineteen wells were installed on behalf of Chevron at the Chevron service station site, at the subject site, and in the intersection. According to Chevron, no soil samples were collected or analyzed during well installation. Chevron indicated that the USTs at the Chevron station were replaced in January 1985.

1986-2007 Chevron monitored and sampled groundwater at the subject site, at the intersection, and at the Chevron site from 1986 to 2005. In 1991, Chevron shifted from quarterly to semiannual monitoring for some wells. ACEH (1992) indicated that semiannual monitoring was not acceptable, and Chevron resumed quarterly sampling in 1992.

A field investigation was conducted at the subject site on **October 7, 1987** and consisted of soil sampling and supervision of the removal of the four USTs mentioned above (installed in 1972). All the tanks were steel and appeared to be in good condition. Soil sampling beneath the tanks was performed on the same day as tank removal. The subsurface soils exposed in the excavations consisted primarily of clayey sand. . Excavated soil was stockpiled on the site for further sampling. Sample A1 collected at 15 ft bgs from the tank pit had a TPH level of 260 parts per million (ppm). The TPH level in all other samples from the tank pit ranged from non-detectable to 2.3 parts per million (ppm). Sample WO-1 from the waste oil tank pit had non-detectable levels of all constituents except methylene chloride (4 ppm) and toluene (0.17 ppm). Approximately 500 cubic yards of stockpiled soil at the referenced site was sampled, analyzed and disposed of properly in November 1987.

In **1987**, one 10,000-gallon super-unleaded, one 10,000-gallon regular, one 12,000-gallon unleaded, and one 1,000-gallon waste oil USTs, all tanks fiberglass and double-walled were installed at the subject site.

In **1990**, Chevron (adjacent site) apparently installed a groundwater remediation air stripping unit to an extraction well installed at the subject site (BP site). The system did not appear to have been installed with BP's permission. The system apparently only operated from March 26 to December 6, 1990. ACEH indicated in 1992 that extracting groundwater from the BP could "exasperate" the extent of the problem by pulling the contaminants away from the Chevron site and toward the subject site. ACEH required that Chevron, at a minimum, "engineer and install a system capable of meeting [the] goal" of controlling the further migration of its plume from the site. In 1992, ACEH stated that passive monitoring of contaminant levels was not appropriate.

1993 Chevron has completely removed the groundwater extraction system and the air stripping unit that was previously located at the subject site (4707 North First Street). Despite previous agency requests for further groundwater remediation, no evidence of resumed efforts to remediate groundwater at the intersection was found in BP or agency files. Letters from ACEH to Chevron indicated that Chevron was responsible for cleanup of contamination at the intersection. The agency required that groundwater remediation be initiated by Chevron, but no treatment system has been installed.

In **1994**, it was noted in a "Baseline Assessment Report" for the subject site that the service bays were formerly used for auto repair. It also noted that the Chevron station (adjacent site) had a confirmed release of approximately 4,000 gallons of gasoline in 1985, and that Chevron was responsible for the cleanup at the intersection of South Front Road and First Street (ACEH, 1992). In 1992, a UNOCAL service station was located north of the site across First Street, and a mall and restaurant were located northwest of the site across First Street. A drainage culvert is located west of the site, and a new road was under construction south of the site in July 1994.

On **October 21, 1994**, EMCON conducted supplemental assessment activities at the subject site. These activities consisted of advancing three exploratory soil borings (THP-1 through THP-3) near the pump islands, UST complex, and waste oil UST, and checking the fuel dispensers for the presence of spill containment boxes and for indications of possible leakage. Spill containment boxes were not observed beneath the four dispensers on site. Stained pea gravel backfill material was observed below the southwest dispenser. PID readings up to 151 ppm were obtained from pea gravel backfill material below each dispenser. Two soil samples from borings THP-1 through THP-3 were selected for laboratory analysis of TPH-G, TPH-D, TPH-O, and BTEX. None of the constituents analyzed for was detected in the analyzed soil samples. Groundwater samples collected from borings THP-1 and THP-3 were analyzed. Ethylbenzene (0.8 ppb) and xylenes (4 ppb) were detected in the groundwater sample collected from THP-1.

TPH-G (up to 79 ppm), TPH-D (up to 360 ppm), and one or more BTEX constituents (up to 0.14 ppm toluene, 0.11 ppm ethylbenzene, and 0.80 ppm xylenes) were detected in soil grab samples TD1 through TD4 collected below the fuel dispensers.

In 1995, one 1,000-gallon double-walled, fiberglass waste oil UST was removed from the site. The UST was installed in 1987 and was operational until September 1995. The excavation contained no standing water, and no stained soils were observed. The soil was dark gray-black clay. Two soil samples were collected approximately 2 feet below the bottom of the UST pit excavation at a total depth of approximately 9 feet bgs. Other soil samples were collected from a depth of approximately 3 feet bgs from the former hydraulic lift sump excavations and a soil sample was collected from a depth of approximately 4 feet bgs from the former wastewater separator excavation. Analytical results for some soil samples reported concentrations of Di-n-butyl phthalate at 1.2 mg/kg, 0.98 mg/kg, and 1.3 mg/kg, of 1,1-Dichlorobenzene and 1,2-Dichlorobenzene at 16 mg/kg and 20 mg/kg, respectively.

1999 The product piping was removed on September 23, 1999. A visual inspection of the piping revealed that no holes or cracks were seen in the piping and that the integrity of the trench was to LPFD standards. The LPFD required *no* soil samples to be taken.

2007 On August 21, 22, 23 and 27, 2007, six soil borings designated B-1, B-2, B-3, B-4, B-5 and B-6 (see Figure 1, attached) were advanced in the vicinity of the existing fuel USTs and dispensers using geoprobe drilling equipment. Borings were advanced to depths of 25 feet bgs (B-3, B-4 and B-6) and 35 feet bgs (B-1 and B-2) while boring B-5 was terminated at approximately nine feet bgs due to geoprobe refusal.

Soil samples were collected at approximate five-foot intervals (when subsurface conditions allowed) for lithological description, field screening using a PID, and for possible laboratory analysis. No soil samples were collected from boring B-5. Groundwater samples were collected from borings B-1, B-2, B-3, B-4 and B-6 after each boring was advanced between three to five feet into groundwater.

2007 - FINDINGS

PID readings were zero parts per million (ppm) for all screened samples.

Laboratory analytical results for the soil samples selected for analysis indicated the following:

- Lead was detected at concentrations of 6.20 milligrams per kilogram (mg/kg), 5.43 mg/kg, 4.99 mg/kg, 5.15 mg/kg and 2.68 mg/kg in soil samples collected at approximately 30 feet bgs from boring B-1, 31 feet bgs from boring B-2, 20 feet bgs from boring B-3, 21 feet bgs from boring B-4, and 19 feet bgs from boring B-6, respectively.
- Toluene was detected at concentrations of 0.007 mg/kg and 0.009 mg/kg in soil samples collected at approximately 31 feet bgs from boring B-2 and 20 feet bgs from boring B-3, respectively.
- Total xylenes were detected at a concentration of 0.006 mg/kg in the soil sample collected at approximately 20 feet bgs from boring B-3.
- Methylene chloride was detected at a concentration of 0.005 mg/kg in the soil sample collected at approximately 20 feet bgs from boring B-3.
- TPH-DRO was detected at a concentration of 80 mg/kg in the soil sample collected at approximately 21 feet bgs from boring B-4.
- No other analytes were detected in excess of their respective laboratory method Limit of Quantitation (LOQ) in any of the soil samples submitted for analysis.

Laboratory analytical results for the groundwater samples selected for analysis indicated the following:

- TPH-DRO was detected at concentrations of 1,100 µg/L, 4,600 µg/L, 6,300 µg/L and 7,300 µg/L in the groundwater samples collected from borings B-1, B-2, B-3 and B-6, respectively.
- No other analytes were detected in excess of their respective laboratory method LOQ in the groundwater sample submitted for analysis.

Adjacent Sites

On **June 6, 2007**, the environmental case at the adjacent site to the Northwest (Unocal/76 site - 4700 First Street) was closed.

On **December 27, 2007**, the environmental case at the adjacent site to the East (Chevron site - 4904 Southfront Road) was closed.

Geology and Hydrogeology

Field notes taken in 1994 indicated the following type of soils: silt, silty sand, sandy silts, sand, and clay. In 2007, the lithology underlying the site was described as consisting of: clay with silt, sand and gravel; silt with clay and sand; and, sand with clay, silt and gravel from the ground surface to approximately 35 feet bgs, the maximum extent of exploration.

The groundwater flow direction was generally toward the west and northwest during 1993 and 1994. On December 5, 2005, the groundwater flow direction was generally toward west at a gradient of 0.006 to 0.01 ft/ft. In 2007, groundwater was encountered at depths ranging from approximately 20 feet bgs to 32 feet bgs in borings B-1, B-2, B-3, B-4 and B-6.

Diesel Fuel USTs at the Subject Site and at the Adjacent Sites

Based on a thorough review of the subject site and adjacent sites usage histories, USTs containing diesel fuel never existed at the subject site or at the two adjacent sites mentioned above.

Based on the case closure letter for the adjacent site to the East (Chevron site), the maximum documented levels of TPH-Diesel in soil at this adjacent site varied between 310 ppm before cleanup to 1.5 ppm after cleanup. However, TPH-D in groundwater was not analyzed during the monitoring activities (1986-2005).

PROPOSED ACTIVITIES

Permitting, Utility Notification, and Borehole Clearance

Before commencing field activities Delta will prepare a Health and Safety Plan in accordance with state and federal requirements for use during on-site assessment activities. 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.

Soil Borings

Based on a thorough review of the site history and previous analytical results, Delta proposes to advance seven soil borings, designated EB-1 through EB-7 at those locations shown in Figure 1, utilizing geoprobe drilling equipment.

In 2007, groundwater was encountered at depths ranging from approximately 20 feet bgs to 32 feet bgs. Therefore, each soil boring will be advanced approximately five feet below the groundwater table. Continuous 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 collected for analysis at 5 ft bgs and immediately above the soil-groundwater interface (above the capillary fringe). However, any other obviously contaminated soils (as determined in the field by an experienced geologist and by using a PID) will be sampled and analyzed. A grab groundwater sample will be acquired using a clean bailer. All soil and grab groundwater samples collected will be properly labeled and placed on ice and submitted for analysis. A chain-of-custody will accompany the samples during transportation to the laboratory.

As specified in guidelines, groundwater samples and soil samples collected will be analyzed by a California Department of Public Health (CDPH) certified laboratory for benzene, toluene, ethylbenzene and total xylenes [BTEX], and for MTBE using Environmental Protection Agency (EPA) Method 8260B and for total petroleum hydrocarbons (TPH) in the gasoline and diesel range (TPH-GRO and TPH-DRO, respectively) using EPA Method 8015B Modified. Additionally, soil samples will be analyzed for lead using EPA Method 6010B.

Silica Gel Cleanup

Occasionally, naturally occurring organic material may be detected by the TPHd method.

Polar compounds such as animal and plant fats, proteins, and small biological molecules may be improperly identified as petroleum constituents. The silica gel cleanup will be performed to remove naturally occurring biogenic materials (animal- and vegetable derived hydrocarbons - polar non-petroleum hydrocarbons such as esters and fatty acids) that could potentially generate false positive analytical results for petroleum hydrocarbons.

Therefore, the samples to be analyzed for extractable hydrocarbons will be cleaned by the laboratory using a silica gel column cleanup (U.S. EPA method 3630C)

Although most non-petroleum hydrocarbons can be removed by silica gel treatment, terpenes, which are found in conifers, citrus oils, and eucalyptus are not removed and can cause false positives.

Once the sampling has been completed, the boring will be backfilled the same day to the surface with neat cement.

The sealing material will be a neat cement grout composed of one sack of Portland Type I/II Cement (94 lbs.) to five gallons of clean water or a sand-cement slurry with a minimum of eleven sacks of Portland Type I/II Cement per cubic yard. The sand-cement slurry will be mixed at a batch plant; mixing of sand-cement slurries onsite will not be allowed. If standing water is present or if there is more than a 30 foot length to be sealed, the sealing material will be placed by means of a tremie pipe (maximum diameter of 3 inches) lowered to within 3 feet of the underlying layer of material or bottom of the well. The sealing material will be placed in one continuous operation until the borehole is filled. If a tremie pipe is used, the end of the tremie pipe will remain in place in the sealing material until placement is complete.

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.

Disposal of Drill Cuttings and Wastewater

Drill cuttings and decontamination water generated during the soil boring advancement will be placed into properly labeled 55-gallon Department of Transportation (DOT) approved steel drums and temporarily stored on the property. Samples of the drill cuttings and wastewater will be collected, properly labeled and placed on ice for submittal to a CDPH-certified laboratory and analyzed for TPH, 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 to ACEH. The report will present the details of the boring activities and the results will be tabulated. Required electronic submittals will be uploaded to the County ftp site and to State Geotracker database.

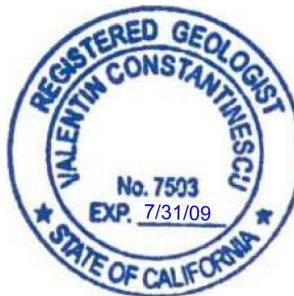
REMARKS/SIGNATURES

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) 503-1265 or Mr. Ted Moise of ConocoPhillips at (510) 245-5162.

Sincerely,

DELTA CONSULTANTS

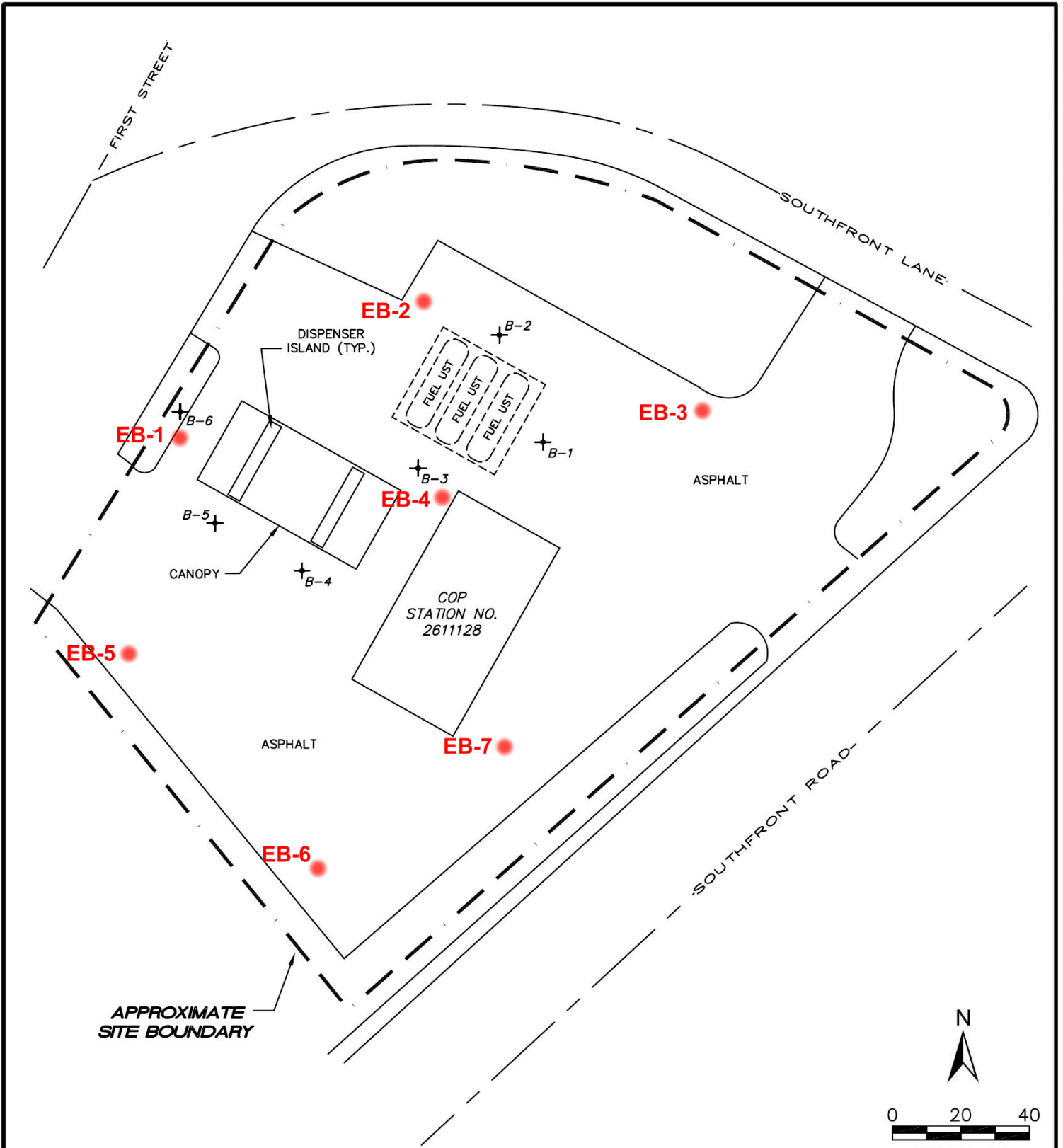




Valentin Constantinescu, P.G., R.E.A.
Senior Project Manager
California-Registered Professional Geologist No. 7503

Attachments:
Figure 1 – Site Map
ACEH Letter dated July 31, 2008

cc: Mr. Ted Moise, ConocoPhillips (electronic copy only)



NOTE: LOCATIONS AND SCALE ARE APPROXIMATE

- LEGEND**
- B-1 + SOIL BORING (ATC - 2007) LOCATION AND DESIGNATION
 - EB-1 ● PROPOSED SOIL BORING LOCATION AND DESIGNATION

**FIGURE 1
SITE MAP
PROPOSED SOIL BORING
LOCATIONS AND DESIGNATIONS
4707 FIRST STREET
LIVERMORE, CALIFORNIA**

PROJECT NO. 2611128	DRAWN BY V.C.
FILE NO. 1733	PREPARED BY V.C.
REVISION NO. 1	REVIEWED BY K.T.



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) 337-9335

July 31, 2008

Mr. Bill Borgh
ConocoPhillips Company
76 Broadway
Sacramento, CA 95818

Pyong and Gyeong Jung
4707 First Street
Livermore, CA 94551-9293

Subject: Fuel Leak Case No. RO0002970 and Geotracker Global ID T0619756184, Unocal #2611129/BP#11128, 4707 First Street, Livermore, CA

Dear Mr. Borgh and Pyong and Gyeong Jung:

Alameda County Environmental Health (ACEH) staff has reviewed the case file for the above-referenced site, including the report entitled, "*Due Diligence Site Assessment Report*," dated September 26, 2007, prepared by ATC Associates, Inc. Six soil borings were advanced to depths of 9 to 35 feet bgs in August 2007. Total petroleum hydrocarbons as diesel (TPHd) were detected in one of five soil samples collected at a concentration of 80 milligrams per kilogram (mg/kg). TPHd was detected in 4 of 5 groundwater samples collected at concentrations ranging from 1,100 to 7,300 micrograms per liter ($\mu\text{g/L}$). Total petroleum hydrocarbons as gasoline and fuel oxygenates were not detected in the groundwater samples.

We request that you prepare a Work Plan to investigate the extent and source of soil and groundwater contamination. The Work Plan should include a discussion of the site history and usage of diesel fuel at the site. Please submit a work plan detailing your proposal by **October 17, 2008**.

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

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) now request submission of reports in electronic form. The electronic copy is intended to replace the need for a paper copy 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

Bill Borgh
Pyong and Gyeong Jung
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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 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, electronic submittal of a complete copy of all reports is required in Geotracker (in PDF format). Please visit the State Water Resources Control Board 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

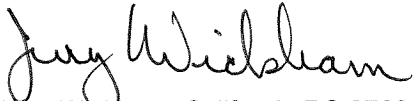
If it appears as though significant delays are occurring or reports are not submitted as requested, we will consider referring your case to the Regional Board or other appropriate agency, including the County District Attorney, for possible enforcement actions. California Health and Safety

Bill Borgh
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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: Cheryl Dizon, QIC 80201, Zone 7 Water Agency, 100 North Canyons Parkway
Livermore, CA 94551

Danielle Stefani, Livermore-Pleasanton Fire Department, 3560 Nevada Street
Pleasanton, CA 94566

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)