



ENVIRONMENTAL HEALTH SERVICES
ENVIRONMENTAL PROTECTION
1131 Harbor Bay Parkway, Suite 250
Alameda, CA 94502-6577
(510) 567-6700
FAX (510) 337-9335

October 16, 2012

Ms. Ann Marie Holland Tiers
Estate of Jack Holland
1498 Hamrick Lane
Hayward, CA 94544

Ms. Barbara Holland
P.O. Box 5
Kentfield, CA 94914

Ms. Eileen Dalton (*Sent via E-mail to: eileen.dalton@acgov.org*)
Alameda County Redevelopment Agency
224 West Winton Avenue
Hayward, CA 94544

Subject: Fact Sheet Distribution for Fuel Leak Case No. RO0003078 and GeoTracker Global ID T10000003245, Ashland Youth Center, 16335 East 14th Street, San Leandro, CA 94580

Dear Ms. Tiers, Ms. Holland, and Ms. Dalton:

Alameda County Environmental Health (ACEH) staff has reviewed the fuel leak case file for the above referenced site including the recently submitted draft document entitled, "*Fact Sheet on Environmental Assessment, Ashland Youth Center.*" The draft document, which was submitted in response to ACEH requests for a draft public participation fact sheet, was received by electronic mail from Mr. Peter Langtry of Cornerstone Earth Group on October 16, 2012. ACEH has also received correspondence regarding parties who may be interested in this fuel leak case from Mr. Charles Miller of the Alameda County General Services Agency.

The Draft Fact Sheet, which is attached, is acceptable for public distribution. Therefore, we request that you insert the current date in the header and distribute the attached Fact Sheet to the addresses shown on the attached mailing list **no later than October 30, 2012**. The Fact Sheet requests that interested parties submit any comments or questions to ACEH within 60 days of the date on the Fact Sheet. Notifications to duplicate addresses on the mailing list may be omitted. Following distribution by U.S. Mail to the attached mailing list, please submit signed correspondence with verification of the date that the Fact Sheet was distributed. ACEH will consider all comments from the public prior to consideration of case closure.

TECHNICAL REPORT REQUEST

Please upload technical reports to the ACEH ftp site (Attention: Jerry Wickham), and to the State Water Resources Control Board's GeoTracker website according to the following schedule and file-naming convention:

- **October 30, 2012** – Signed correspondence verifying that the Fact Sheet was distributed to the attached mailing
File to be named: CORRES_YYYY-MM-DD RO3078

Responsible Parties
RO0003078
October 16, 2012
Page 2

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.

If you have any questions, please call me at (510) 567-6791 or send me an electronic mail message at jerry.wickham@acgov.org. Online case files are available for review at the following website: <http://www.acgov.org/aceh/index.htm>. If your email address does not appear on the cover page of this notification ACEH is requesting you provide your email address so that we can correspond with you quickly and efficiently regarding your case.

Sincerely,

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

Attachment: Fact Sheet (2 pages)
Mailing List (5 pages)
Responsible Party(ies) Legal Requirements/Obligations

Enclosure: ACEH Electronic Report Upload (ftp) Instructions

cc: Judy Reid, State Water Resources Control Board, Division of Financial Assistance, P.O. Box 944212
Sacramento, CA 94244-2120 (Sent via E-mail to: JREID@waterboards.ca.gov)

Charles Miller, Alameda County GSA, 1401 Lakeside Drive, Suite 800, Oakland, CA 94612 (Sent via E-mail to: charles.miller@acgov.org)

Lane Bailey, Alameda County Redevelopment Agency, 224 West Winton Avenue, Hayward, CA 94544 (Sent via E-mail to: lane.bailey@acgov.org)

Jeff Setera, SANDIS, 1721 Broadway, Suite 201, Oakland, CA 94612
(Sent via E-mail to: jsetera@sandis.net)

Peter Langtry, Cornerstone Earth Group, 2737 North Main Street, Unit 10, Walnut Creek, CA 94597
(Sent via E-mail to: plangtry@cornerstoneearth.com)

Ariu Levi, ACEH (Sent via E-mail to: ariu.levi@acgov.org)
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, eFile

Responsible Parties
RO0003078
October 16, 2012
Page 3

MAILING LIST FOR FACT SHEET (5 PAGES)

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Alameda County Sheriff's Office, Sergeant
Alameda County Deputy Sheriff's Activities League, Inc., Director
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Rochelle A. Ramirez
Projects Administrator
La Clinica de La Raza
P.O. Box 22210
Oakland, CA 94623-2210

Angie Garling
Child Care Coordinator, Child Care & Work/Family Programs
County of Alameda, GSA
1401 Lakeside Drive
Oakland, CA 94612

Lane Bailey
Alameda County Redevelopment Agency
224 West Winton Avenue
Hayward, CA 94544

163RD AVENUE INVESTORS
Parcel #: 80-63-41-3
1435 163RD AVE
SAN LEANDRO CA 94578

ALMARAZHERNANDEZ
Parcel #: 80-64-10
16383 BLANCO ST
SAN LEANDRO CA 94578

ASHLAND FAMILY HOUSING
Parcel #: 80C-479-21
2220 OXFORD ST
BERKELEY CA 94704

ASHLAND FAMILY HOUSING
Parcel #: 80C-479-23-2
2200 OXFORD ST
BERKELEY CA 94704

ASHLAND FAMILY HOUSING
Parcel #: 80C-479-23-1
2200 OXFORD ST
BERKELEY CA 94704

ASHLAND FAMILY HOUSING
Parcel #: 80C-479-22
2200 OXFORD ST
BERKELEY CA 94704

ASHLAND VILLAGE
Parcel #: 80B-300-2-5
22645 GRAND ST
HAYWARD CA 94541

BAKER WILLIE J & YVONNE
Parcel #: 80-65-24
16306 BLANCO ST
SAN LEANDRO CA 94578

BARNES ALLAN E
Parcel #: 80-63-34-9
1132 DELTA WAY
DANVILLE CA 94526

BLACK ANTHONY D SR &
Parcel #: 80-65-17
16366 BLANCO ST
SAN LEANDRO CA 94578

BOYD GARNELL R &
Parcel #: 80-64-12
16391 BLANCO ST
SAN LEANDRO CA 94578

CARRIERE MICHAEL &
Parcel #: 80-63-34-4
38 GREENDELL PL
PLEASANT HILL CA 94523

CASTILLON JESUS
Parcel #: 80C-479-12
1054 ELGIN ST
SAN LORENZO CA 94580

CASTRO ANN M & ROB
Parcel #: 80C-479-4
4349 OLD DUBLIN RD
CASTRO VALLEY CA 94552

CHEN YINGCHUN & HU
Parcel #: 80-64-3
18451 PLYMOUTH DR
CASTRO VALLEY CA 94546

CHIN MATTHEW W & PELITA
Parcel #: 80C-479-18
961 NARCISSUS CT
SAN LEANDRO CA 94578

CHU KENNETH R & ROSE E
Parcel #: 80-64-13-4
18736 LAMSON RD
CASTRO VALLEY CA 94546

COELHO ANGELINA
Parcel #: 80-64-6
16345 BLANCO ST
SAN LEANDRO CA 94578

COELHO PATRICK H & VIOLET
Parcel #: 80-65-22
16322 BLANCO ST
SAN LEANDRO CA 94578

COMERFORD ERICA A
Parcel #: 80C-479-14
1098 SANTA ANA ST
SAN LORENZO CA 94580

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Parcel #: 80C-479-6-9
224 W WINTON AVE
HAYWARD CA 94544

COUNTY OF ALAMEDA
Parcel #: 80C-479-6-8
224 W WINTON AVE #110
HAYWARD CA 94544

COUNTY OF ALAMEDA
Parcel #: 80C-479-6-20
224 W WINTON AVE #110
HAYWARD CA 94544

DEFAZIO SYLVESTER &
Parcel #: 80-63-39-6
3711 MOHR AVE
PLEASANTON CA 94588

DONDRIANO DANILO D
Parcel #: 80-64-13-5
375 HARRIS RD
HAYWARD CA 94544

DUBUQUE KENNETH G &
Parcel #: 80-65-19
16344 BLANCO ST
SAN LEANDRO CA 94578

EPLIN THOMAS
Parcel #: 80-64-15-3
5431 BLACKHAWK DR
DANVILLE CA 94506

EPLIN THOMAS M SR & ELLA
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LIVERMORE CA 94550

GIANG PETER & TRAN NANCY
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SAN LEANDRO CA 94578

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17567 TALLAC WAY
HAYWARD CA 94541

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Parcel #: 80C-479-6-21
1099 E ST
HAYWARD CA 94541

HIONIDES MARIA T TR
Parcel #: 80-65-23
1330 KAINS AVE
BERKELEY CA 94702

HUR SEUNG Y & WAN C
Parcel #: 80-63-35-1
2848 E COG HILL TER
DUBLIN CA 94568

IRIE KOZUI & SETSUKO
Parcel #: 80-64-8
16365 BLANCO ST
SAN LEANDRO CA 94578

KOO JOHN S & HOR S TRS
Parcel #: 80C-479-19
138 PARK ST
SAN FRANCISCO CA 94110

KUERTH HENRY J
Parcel #: 80-64-7
16357 BLANCO ST
SAN LEANDRO CA 94578

LE TRANG Q
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5217 WINIFRED DR
CASTRO VALLEY CA 94546

LI ANDREW Y & XIAO HUI M
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1546 ALBEMARLE WAY
BURLINGAME CA 94010

LI GUO Q
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1042 SANTA ANA ST
SAN LORENZO CA 94580

LOZA CARLOS & MARIA
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720 MATOZA LN
SAN LEANDRO CA 94577

MANN WALTER JR
Parcel #: 80C-479-20
16341 KENT AVE
SAN LORENZO CA 94580

MARTIN ARNOLD A &
Parcel #: 80C-479-8
1515 CEDAR AVE
SAN LEANDRO CA 94579

MCEUEN FAMILY
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4500 CALIFORNIA CT
BENICIA CA 94510

MEDRANO ALFREDO A &
Parcel #: 80C-479-6-2
16265 E 14TH ST
SAN LEANDRO CA 94578

MENDOZA JUAN & DEYANIRA
Parcel #: 80C-479-5
15510 HESPERIAN BLVD
SAN LORENZO CA 94580

NGUYEN TAM V & HUONG T
Parcel #: 80-63-35-2
465 CHAUCER CIR
SAN RAMON CA 94583

ORTEGA JOSE D
Parcel #: 80C-479-16
1132 SANTA ANA ST
SAN LORENZO CA 94580

PENA EUTIQUIO & ISABEL
Parcel #: 80C-479-17
1148 SANTA ANA ST
SAN LORENZO CA 94580

PERRY ROBERT P & PETRA
Parcel #: 80C-479-11
1056 SANTA ANA ST
SAN LORENZO CA 94580

PESTANA E & E & FERRARI C J
Parcel #: 80B-300-1-2
PO BOX 672
MANTECA CA 95336

PINHEIRO MARY
Parcel #: 80-64-21-1
PO BOX 20842
CASTRO VALLEY CA 94546

POLI JOSEPH A TR
Parcel #: 80-71-38
4631 EWING RD
CASTRO VALLEY CA 94546

QUIBOL ROLANDO M &
Parcel #: 80C-479-13
1084 SANTA ANA ST
SAN LORENZO CA 94580

RESENDE ODETE TR
Parcel #: 80-64-4
16329 BLANCO ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-19
16349 KENT AVE
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80B-300-2-5
1100 KENTWOOD LN
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80B-300-1-2
16407 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-8
1014 SANTA ANA ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-18
1196 SANTA ANA ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-9
1028 SANTA ANA ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80-71-38
16404 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-65-21
16328 BLANCO ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-15-3
16338 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-14
16378 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-63-38
16230 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-9
16371 BLANCO ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-6-9
16349 E 14TH ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-3
16211 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-3
16323 BLANCO ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-63-41-3
1480 162ND AVE
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-23-2
16309 KENT AVE
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80-64-13-5
16384 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-5
16337 BLANCO ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-20-6
16304 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-13-4
1403 164TH AVE
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-65-23
16310 BLANCO ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-23-1
16325 KENT AVE
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-7
16375 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-63-34-9
16276 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-483-1
16160 ASHLAND AVE
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-6-8
16343 E 14TH ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80-63-35-2
16250 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-21
16327 KENT AVE
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-22
16331 KENT AVE
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-12
1070 SANTA ANA ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80-63-36
16244 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-63-35-1
16260 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-63-39-6
16200 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-21-1
1416 163RD AVE
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-15
1116 SANTA ANA ST
SAN LORENZO CA 94580

RESIDENT
Parcel #: 80C-479-4
16233 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-5
16245 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-64-17
16330 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80-63-34-4
1421 163RD AVE
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-6-20
16305 E 14TH ST
SAN LEANDRO CA 94578

RESIDENT
Parcel #: 80C-479-6-21
16305 E 14TH ST
SAN LEANDRO CA 94578

SAN LORENZO UNIFIED
Parcel #: 80C-483-1
15510 USHER ST
SAN LORENZO CA 94580

SILVEIRA J W & BARBARA O
Parcel #: 80-63-38
499 EMBARCADERO
OAKLAND CA 94606

SOUZA JOSEPH J & MARY E
Parcel #: 80-65-18
16352 BLANCO ST
SAN LEANDRO CA 94578

TEAV KIM S TR
Parcel #: 80-64-20-6
2594 GLEN DUNDEE CT
SAN JOSE CA 95148

VILLALVAZO ROSALINA &
Parcel #: 80-65-16
16370 BLANCO ST
SAN LEANDRO CA 94578

WATSON ROBERT J
Parcel #: 80-64-11
16387 BLANCO ST
SAN LEANDRO CA 94578

YANG ZHANYING & ZILIANG
Parcel #: 80-64-1
16305 BLANCO ST
SAN LEANDRO CA 94578

ZHOU QI Y & BAI AI C
Parcel #: 80-65-20
16336 BLANCO ST
SAN LEANDRO CA 94578



FACT SHEET ON ENVIRONMENTAL ASSESSMENT

Mailing Date TBD

ASHLAND YOUTH CENTER

16335 E. 14th Street, San Leandro, California 94580

Fuel Leak Case No. RO003078 and

GeoTracker Global ID T10000003245

Site Remediation Summary

This fact sheet has been prepared to inform community members and other interested stakeholders regarding the completion of soil removal activities at the Ashland Youth Center, 16335 E. 14th Street, San Leandro, California (see map on the back of this notice). Alameda County General Services Agency (ACGSA) removed and disposed off-site petroleum contaminated soil that appeared to be associated with the adjacent former Holland Oil facility. Surficial undocumented fill that contained a variety of contaminants, including lead, was also removed for off-site disposal.

Site Background

The Site previously consisted of three parcels: Parcel 80C-479-6-20 (16301 East 14th Street); 80-0479-006-08 (16343 East 14th Street), and; Parcel 80C-0479-006-09 (16349 East 14th Street). The Site is bordered to the northeast by E. 14th Street, to the south by commercial development and Holland Park, and to the northwest by Holland Park,

Holland Oil formerly operated on the adjacent parcel (APN 80C-479-9-21) and on the northwest and southwest portion of 16301 E. 14th Street. Holland Oil operated a bulk fuel storage and distribution facility from the 1960's to the mid-1980's. The Site area located along East 14th Street and outside the Holland Oil facility area was used primarily for vehicle sales.

Soil Removal

Based on exploratory test pits excavated during August 2011, the Site was generally overlain by approximately 3 feet of undocumented fill. Laboratory analyses of samples of the fill collected during August 2011 detected one or more contaminant of concern (COC) above residential/unrestricted Site cleanup goals. Therefore, as a conservative approach, ACGSA desired the over-excavation and off-Site disposal of the surficial fill to the underlying native soil. Laboratory analyses of final verification soil samples collected from native soil beneath the fill did not detect COCs above residential/unrestricted cleanup goals.

In addition, soil was excavated to a depth of approximately 6 to 8 feet below original ground surface in the northwest portion of the Site to remove gasoline, diesel and oil affected soil. Soil containing diesel and oil exceeding the residential/unrestricted

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ENVIRONMENTAL PROTECTION
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cleanup goal was left in-place due to the proximity to the property boundary and depth. Laboratory analyses of one of the final soil samples detected benzene, a component of gasoline, above the unrestricted cleanup goal.

Two underground vaults were discovered during the excavation of surficial fill and subsequently removed for off-Site disposal. Based on laboratory analyses of the contents of the vaults, one of the vaults (Vault 2) was removed under an Underground Storage Tank (UST) removal permit obtained from Alameda County Environmental Health (ACEH).

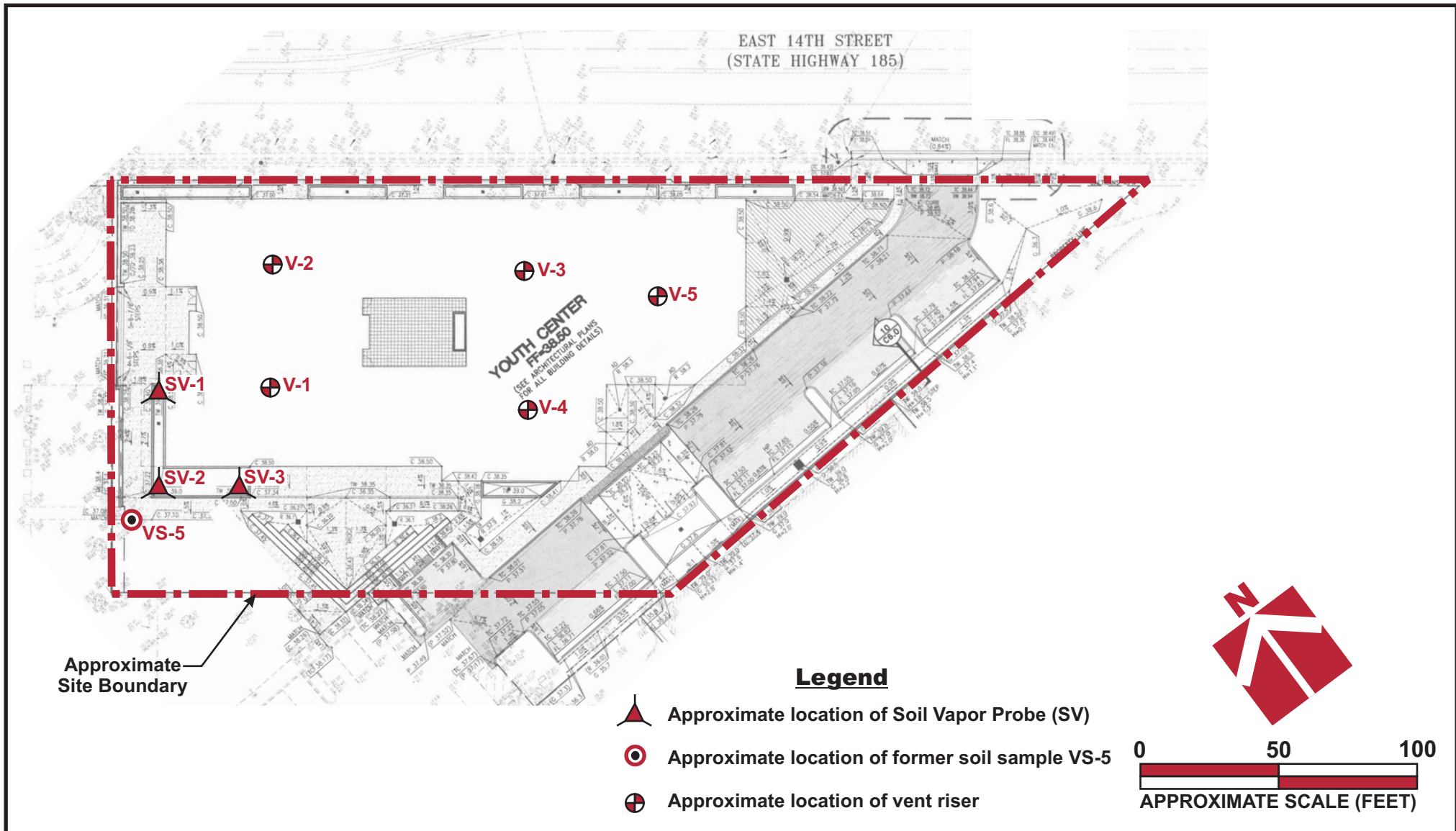
Soil Vapor Monitoring and Vapor Intrusion Engineering Controls

In accordance with the requirements of ACEH, soil vapor probes were installed in the northwest corner of the Site to evaluate the potential for vapor intrusion into the on-Site building. Because the building foundation was constructed before the soil vapor monitoring could be completed, ACGSA installed vapor mitigation measures beneath the floor of the building. These measures included a spray-applied vapor membrane beneath the floor of the new building. In addition, sub-slab ventilation/depressurization conduits were installed beneath the membrane. The sub-slab ventilation conduits can be run either passively or actively. Based on results of soil vapor monitoring and sampling of soil vapor from the sub-slab conduits, the depressurization system will be operated passively. Based on the monitoring results, further sampling does not appear to be required.

Next Step

Based on the soil removal performed, monitoring results and vapor intrusion engineering controls installed, ACEH is reviewing the site for case closure. The cleanup implementation and investigation reports are available on ACEH's website (<http://www.acgov.org/aceh/lop/ust.htm>) or the State Water Resources Control Board's GeoTracker website (<http://www.geotracker.waterboards.ca.gov/>). Please send written comments regarding to Jerry Wickham at the address below. All comments received will be forwarded to the responsible parties. Comments received within 60 days of the date of this Fact Sheet will be considered and responded to prior to a Final determination on case closure.

Jerry Wickham
Alameda County Environmental Health
1131 Harbor Bay Parkway, Ste 250
Alameda, CA 94502
Phone: 510-777-2478
E-mail: jerry.wickham@acgov.org



Site Plan

Ashland Youth Center
16335 East 14th Street
San Lorenzo, CA

Project Number	165-11-3
Figure Number	Figure 2
Date	October 2012
Drawn By	RRN

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/)

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.

Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)	REVISION DATE: July 25, 2012
	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 (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
 - 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 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.