

ALAMEDA COUNTY
**HEALTH CARE SERVICES
AGENCY**

COLLEEN CHAWLA, Director



DEPARTMENT OF ENVIRONMENTAL HEALTH
LOCAL OVERSIGHT PROGRAM (LOP)
FOR HAZARDOUS MATERIALS RELEASES
1131 HARBOR BAY PARKWAY, SUITE 250
ALAMEDA, CA 94502
(510) 567-6700
FAX (510) 337-9335

April 25, 2018

Henry Lau and Sar P. Trust
3701 Lakeshore Ave
Oakland, CA 94601
(Sent via E-mail to: wilson@nuherbs.com)

Kuen Lau and Sar P. Kwan
3701 Lakeshore Ave
Oakland, CA 94601

Jon McCurdy and Sharon K McCurdy
7373 Skyline Blvd
Oakland, CA 94611-1121

Sharon K. Birch
7373 Skyline Blvd
Oakland, CA 94611-1121

John A. and L. MacDonald
3820 Penniman Ave
Oakland, CA 94619-1759

James and Yvonne Littlepage
3820 Penniman Ave
Oakland, CA 94619-1759

Subject: Conditional Approval of *Work Plan for Additional Environmental Site Investigation* for Site Cleanup Program Case No. RO0003231 and GeoTracker Global ID T1000009413, 3820 Penniman Avenue, Oakland, CA 94619, CA 94611, Assessor's Parcel Number. 32-2031-126

Dear Responsible Parties:

Alameda County Department of Environmental Health (ACDEH) staff has reviewed the case file including the *Work Plan for Additional Environmental Site Investigation* (the Work Plan), dated February 14, 2018, prepared and submitted on behalf of Pat Kwan by Apex Companies LLC (Apex).

ACDEH understands the site is located in a residential area of Oakland and consists of one parcel, Alameda County Assessor Parcel Number (APN) 32-2031-126. The Site is located at 3820 Penniman Avenue approximately 140 feet southeast of the intersection between 38th Avenue and Penniman Avenue. The parcel is currently developed as a 7,000-square foot commercial warehouse with a small loading yard located on the southeast side of the warehouse. Based on a meeting with ACDEH on March 29, 2018, Mr. Wilson Lau indicated current operations at the Site include a commercial kitchen and food processing. Information provided in the Phase I environmental site assessment (ESA) indicated historical operations included a wholesale herb distributor for approximately 26 years (approximately 1989 to 2015), a glass distribution business, and light manufacturing operations. The Site formerly operated as an automobile and truck repair garage including a gasoline and oil station which stored and handled hazardous materials on the southwest side of the Site from as early as approximately the 1930s to the 1960s.

In November 2015, two approximately 750-gallon single-walled gasoline and unknown content underground storage tanks (USTs) were removed from one excavation area underneath the sidewalk along Penniman Avenue at the western edge of the Site. No visible holes, pitting, or significant deterioration were observed on the USTs during removal activities. Residual liquid was observed within the USTs and were removed by vacuum-truck subsequent to UST removal and disposal. Moderate soil discoloration and hydrocarbon odors were noted in the tank excavation area. Soil was excavated to 11 feet below ground surface (bgs), approximately 3 feet below the floor of the former UST excavation area. Approximately 15 tons of petroleum impacted soil were removed from the excavation area. Two

soil samples were collected from the bottom of the over-excavated tank floor bottom at 11 feet bgs and analyzed for Total Petroleum Hydrocarbon as gasoline, diesel, and motor oil (TPH-g, TPH-d, and TPH-mo), volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), polychlorinated biphenyls (PCBs), and LUFT 5 Metals. Groundwater was not encountered during tank removal activities in November 2015. Concentrations in soil were indicative of an unauthorized release from the tank system had occurred.

Additional subsurface investigation activities were conducted in March 2017. Soil, grab groundwater, and sub slab vapor samples were collected to characterize and delineate subsurface conditions and evaluate elevated TPH-g/Nickel concentrations reported in soil during tank removal activities. Groundwater was encountered between approximately 8 to 16 feet bgs during site investigation activities. Laboratory analytical results indicated TPH-g and TPH-d concentrations were reported up to 230,000 micrograms per liter ($\mu\text{g/L}$) and 13,000 $\mu\text{g/L}$, respectively, in grab groundwater samples. Benzene and Ethylbenzene concentrations up to 220 $\mu\text{g/L}$ and 110 $\mu\text{g/L}$, respectively, were also reported in groundwater samples. Metals were not analyzed in the grab groundwater samples. Sub slab vapor samples indicated benzene concentrations at 75 micrograms per cubic meter ($\mu\text{g/m}^3$) collected from beneath the warehouse slab. Tetrachlorethene (PCE) was also detected in sub slab vapor at a concentration below residential San Francisco Bay Regional Water Control Board's Environmental Screening Levels (ESLs). The presence of PCE may be indicative of a chlorinated hydrocarbon source at the Site, therefore, ACDEH requests that research is conducted on historical site usage and operations. This research data should include review of historic Certified Unified Program Agencies (CUPA) documents at a minimum. If it is determined that chlorinated solvents have been used at the Site or if data collection with investigation activities associated with this fuel leak case detect additional chlorinated solvents in soil, soil gas or groundwater then a separate Site Cleanup Program will be opened to bifurcate petroleum hydrocarbon contamination and chlorinated hydrocarbon contamination.

In a directive letter dated November 2017, ACDEH evaluated the data and recommendations presented in the *Investigation Summary Report and Work Plan for Additional Investigation*, dated May 26, 2017 (electronically received on June 9, 2017), prepared by RPS Iris Environmental in conjunction with the State Water Resources Control Board's (SWRCBs) Low Threat Underground Storage Tank Case Closure Policy (LTCP). Results of the review indicated the Site fails to meet the following LTCP criteria including

- **General Criteria—d (Free Product)** - Insufficient data has been presented to evaluate the presence of free-product at the Site. TPH-g was detected at a concentration up to 230,000 $\mu\text{g/L}$ in groundwater and is greater than the TPH-g effective solubility of 20,000 $\mu\text{g/L}$ and thus may be indicative of free-phase product.
- **General Criteria—f (Secondary Source Removal)** - Insufficient data has been presented to evaluate whether the secondary source has been adequately removed. Soil samples collected at 11 feet bgs from the boring installed in the former source area reported TPH-g concentrations of up to 200 milligrams per kilogram (mg/kg), however additional soil samples were not collected below 11 feet bgs.
- **Media-Specific Criteria for Groundwater** - The extent lateral of groundwater contamination has not been defined and groundwater contaminant plume stability has not been demonstrated.
- **Vapor Intrusion to Indoor Air** - Potential petroleum vapor to indoor has not been defined near the vicinity of the former dispenser location inside the northwestern portion of the current onsite building adjacent to the former tank pit located in sidewalk. Therefore evaluation of human health risks to indoor air have not been fully assessed.

As a result, ACDEH requested further delineation of potential chemical of concern (PCOCs) to evaluate the risk to potential on- and off-site sensitive receptors and delineation of subsurface conditions.

ACDEH met with Mr. Wilson Lau and his new environmental consultants Apex and GrafCon on March 29, 2018 to discuss a new site investigation strategy presented in this Work Plan. The proposed scope of work presented in the above-mentioned Work Plan is to address ACDEH's comments listed above and to further define the extent of petroleum hydrocarbons and volatile organic (VOCs) in groundwater on-site and downgradient of the former USTs and define the extent of VOCs in vapors beneath the building. The scope of work includes:

1. A utility survey to identify potential preferential pathways and to locate subsurface utilities.
2. The installation and sampling of four sub-slab vapor pins within the building to evaluate vapor intrusion risk near the vicinity of the former dispensers. Additional evaluation of vapor intrusion is required in the area of the warehouse where former fuel dispensers, however, it is not possible to install soil vapor probes to a depth of 5 feet bgs due to access issues. Therefore sub-slab vapor pins are proposed.
3. The advancement of up to seven soil borings to collect soil and grab-groundwater samples. Four soil borings (B-1 through B-4) will be advanced to further define nature and extent of PCOCs in soil and groundwater closest to the Site and borings (B-5, B-6, and B-7) will be advanced to further define nature and extent of PCOCs in soil and groundwater off-site.

Based on ACDEH's file review and conversations held during our meeting on March 29, 2018, ACDEH conditionally approves the implementation of the Work Plan provided that the *Technical Comments* below are incorporated. We request that you address the following technical comments, perform the proposed work, submit the requested *Deliverables* and upload all soil and groundwater analytical data, documents and reports, maps, and boring logs to the State Water Board's GeoTracker website. See Attachment 1 regarding electronic submittal requests to GeoTracker. Notification of, and a list of, the documents uploaded to GeoTracker can be emailed to my attention (Attention Drew York). File naming conventions for GeoTracker uploads is included in Attachment 2.

TECHNICAL COMMENTS

1. **Sub Slab VaporPin Installation and Sampling** – The Work Plan provides little detail regarding sampling and quality control measures taken in accordance with the Regional Water Quality Control Board and Department of Toxic Substances Advisory (DTSC) – *Active Soil Gas Investigations*, dated July 2015. ACDEH requests that Apex use a shroud when conducting all soil vapor activities (e.g. leak test, sampling, etc). In addition, ACDEH requests that helium is used for the leak test compound and ensure that analysis for helium in the vapor sample, as well as in the shroud, is conducted. Please ensure a constant helium concentration is maintained in the shroud and a sample is collected for laboratory analysis. This data is necessary in order to calculate the leak percentage, if any, from atmospheric air into the vapor samples in accordance with DTSC guidance. Please tabulate this data, as a percentage of the helium shroud concentration with the vapor analytical data table.

The Work Plan states that sub-slab vapor will be analyzed for VOCs using Environmental Protection Agency (EPA) Method TO-15. ACDEH requests that you additionally include naphthalene laboratory analysis and update your analytical method to EPA Method TO-17 due to preferential adhesion of naphthalene to plastic tubing as discussed in DTSC guidance.

Additionally ACDEH requests that fixed gas be analyzed using ASTM Method D-1946 including helium, methane, oxygen, nitrogen, ethane, carbon dioxide and carbon monoxide.

2. **Soil and Groundwater Sampling** – The Work Plan provides little detail regarding groundwater sampling procedures. ACDEH requests Apex follow low flow purging and sampling procedures in accordance with Chapter 15 of the State Water Board’s *Leaking Underground Fuel Tank (LUFT) Guidance Manual*, dated September 2012.
 - a. **Soil and Groundwater Analytical** – The Work Plan states that soil and groundwater samples will be collected and analyzed for total petroleum hydrocarbons (TPH) as diesel (TPH-d) and motor oil (TPH-mo) using EPA Method 8015M and TPH as gasoline (TPH-g) and volatile organic compounds (VOCs) using EPA Method 8260B. However due to historical operations at the site including an auto repair garage and unknown contents of a UST, ACDEH requests additional analysis be performed on soil and groundwater samples including SVOCs using EPA Method 8270, LUFT 5 metals (cadmium, chromium, lead, nickel, and zinc) using EPA Method 6010, and PCBs using EPA Method 8082A. Additionally please include fuel oxygenates in the EPA Method 8260B analysis including, methyl tert-butyl ether (MTBE), tert-butyl alcohol (TBA), naphthalene, ethylene dibromide (EDB), ethylene dichloride (EDC), and ethanol in accordance with the minimum verification analysis for UST sites.
3. **Analytical Detection Limits** – ACDEH requests that all non-detectable analytical data be listed by the individual chemical detection limit (<x), and include highlighting or bolding of detects, or of concentrations (including non-detectable concentrations) over site identified goals (e.g. LTCP criteria).

DELIVERABLES

Please submit the deliverables according to the schedule indicated below:

1. **Subsurface Investigation Report** – A technical report documenting the results of the scope of work presented in the approved Work Plan mentioned above.
 - **June 19, 2018** – Subsurface Investigation Report
File to be named: SWI_R_yyyy-mm-dd

Please include a “Deviations” section in the report which outlines any activities which were not conducted in accordance with the *Work Plan for Additional Environmental Site Investigation*, dated February 14, 2018, and conditionally approved by ACDEH on April 25, 2018..

2. **GeoTracker Database Compliance** – Site data and documents are maintained in the State Water Board’s GeoTracker website. The database acts as repositories for Portable Document Format (PDF) files of regulatory directives and reports and has the functionality to store electronic compliance data in Electronic Deliverable Format (EDF) including analytical laboratory data for soil, vapor, and groundwater samples, monitoring well depth-to-water measurements, and surveyed location and elevation data for sampling locations.

A review of the State Water Board’s GeoTracker database indicates that this site is not in compliance with the State’s electronic submittal requirements. As a result, ACDEH requests Apex upload all historical environmental documents related to the subject site including but not limited the missing soil and groundwater analytical data, documents and reports, maps, and

boring logs to GeoTracker. See Attachment 1 regarding electronic submittal requests to GeoTracker. Notification of, and a list of, the documents uploaded to GeoTracker can be emailed to my attention (Attention Drew York). File naming conventions for GeoTracker uploads is included in Attachment 2. Please upload all submittals to GeoTracker by **May 31, 2018** and furthermore as environmental site data and reports are submitted.

Thank you for your cooperation. ACDEH looks forward to working with you and your environmental consultants to advance the case toward closure. If you have any questions, please call me at (510) 639-1276 or send me an email message at andrew.york@acgov.org.

Sincerely,



Drew J. York
Senior Hazardous Materials Specialist



Dilan Roe, PE, C73703
Chief - Land Water Division

Encl.: Attachment 1 – Responsible Party (ies) Legal Requirement/Obligations Instructions
Attachment 2 – Electronic File Naming Conventions

cc: Wilson Lau, Nu Herbs (*Sent via E-mail to: wilson@nuherbs.com*)
Tom Graf, GrafCon (*Sent via E-mail to: tom@grafcon.us*)
Ivy Inouye, Apex Companies, LLC (*Sent via E-mail to: ivy.inouye@apexcos.com*)
Zack Walton, SSL Law Firm LLP (*Sent via E-mail to: zack@sslfirm.com*)
Dilan Roe, ACDEH, Chief Land and Water Division (*Sent via E-mail to: dilan.roe@acgov.org*)
Paresh Khatri, ACDEH (*Sent via E-mail to: paresh.khatri@acgov.org*)
Drew York, ACDEH (*Sent via E-mail to: andrew.york@acgov.org*)
Electronic File, GeoTracker

ATTACHMENT 1

Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)	REVISION DATE: December 14, 2017
	ISSUE DATE: July 25, 2012
	PREVIOUS REVISIONS: September 17, 2013, May 15, 2014, December 12, 2016
SECTION: ACDEH Procedures	SUBJECT: Responsible Party(ies) Legal Requirements / Obligations

REPORT & DELIVERABLE REQUESTS

Alameda County Department of Environmental Health (ACDEH) Cleanup Oversight Programs, Local Oversight Program (LOP) and Site Cleanup Program (SCP) require submission of all reports in electronic form to the State Water Board's (SWB) GeoTracker website in accordance with California Code of Regulations, Chapter 30, Division 3, Title 23 and Division 3, Title 27.

Leaking Underground Fuel Tank (LUFT) Cases

Reports and deliverable requests are 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 (RP) in conjunction with an unauthorized release from a petroleum underground storage tank (UST) system.

Site Cleanup Program (SCP) Cases

For non-petroleum UST cases, reports and deliverables requests are pursuant to California Health and Safety Code Section 101480.

ELECTRONIC SUBMITTAL OF REPORTS

A complete report submittal includes the PDF report and all associated electronic data files, including but not limited to GEO_MAP, GEO_XY, GEO_Z, GEO_BORE, GEO_WELL, and laboratory analytical data in Electronic Deliverable Format™ (EDF). Additional information on these requirements is available on the State Water Board's website (http://www.waterboards.ca.gov/water_issues/programs/ust/electronic_submittal/)

- Do not upload draft reports to GeoTracker
- Rotate each page in the PDF document in the direction that will make it easiest to read on a computer monitor.

GEOTRACKER UPLOAD CERTIFICATION

Each report submittal is to include a GeoTracker Upload Summary Table with GeoTracker valid values¹ as illustrated in the example below to facilitate ACDEH review and verify compliance with GeoTracker requirements.

GeoTracker Upload Table Example

Report Title	Sample Period	PDF Report	GEO_MAPS	Sample ID	Matrix	GEO_Z	GEO_XY	GEO_BORE	GEO_WELL	EDF
2016 Subsurface Investigation Report	2016 S1	✓	✓	Effluent	SO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
2012 Site Assessment Work Plan	2012	✓	✓			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2010 GW Investigation Report	2008 Q4	✓	✓	SB-10	W	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
				SB-10-6	SO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
				MW-1	WG	✓	✓	✓	✓	✓
				SW-1	W	✓	✓	✓	✓	✓

¹ GeoTracker Survey XYZ, Well Data, and Site Map Guidelines & Restrictions, CA State Water Resources Control Board, April 2005

Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)	REVISION DATE: NA
	ISSUE DATE: December 14, 2017
	PREVIOUS REVISIONS: September 17, 2013, May 15, 2014, December 12, 2016
SECTION: ACDEH Procedures	SUBJECT: Responsible Party(ies) Legal Requirements / Obligations

ACKNOWLEDGEMENT STATEMENT

All work plans, technical reports, or technical documents submitted to ACDEH must be accompanied by a cover letter from the responsible party that states, at a minimum, the following: "I have read and acknowledge the content, recommendations and/or conclusions contained in the attached document or report submitted on my behalf to the State Water Board's GeoTracker website." This letter must be signed by the Responsible Party, or legally authorized representative of the Responsible Party.

PROFESSIONAL CERTIFICATION & CONCLUSIONS/RECOMMENDATIONS

The California Business and Professions Code (Sections 6731, 6735, and 7835) 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 licensed or certified professional and include the professional registration stamp, signature, and statement of professional certification. Additional information is available on the Board of Professional Engineers, Land Surveyors, and Geologists website at: <http://www.bpelsg.ca.gov/laws/index.shtml>.

UNDERGROUND STORAGE TANK CLEANUP FUND

For LUFT cases, RP's non-compliance with these regulations may result in ineligibility to receive grant money from the state's Underground Storage Tank Cleanup Fund (Senate Bill 2004) to reimburse the cost of cleanup. Additional information is available on the internet at: https://www.waterboards.ca.gov/water_issues/programs/ustcf/

AGENCY OVERSIGHT

Significant delays in conducting site assessment/cleanup or report submittals may result in referral of the case to the Regional Water 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.

ATTACHMENT 2

Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)	REVISION DATE: August 1, 2017
	PREVIOUS REVISIONS: July 17, 2017, November 8, 2016, December 15, 2015, December 16, 2014, June 19, 2013, June 15, 2011, March 26, 2009, April 29, 2008
	ISSUE DATE: June 16, 2006
SECTION: Miscellaneous Administrative Topics & Procedures	SUBJECT: File Names for Electronic Reports

Format: REPORT_NAME_R_YYYY-MM-DD
Ex: SWI_R_VOL1_2006-05-25

LOP and SCP (VRAP) INCOMING REPORTS AND LETTERS	
Document Name	Abbreviation File Name= Abbreviation + Date (yyyy- mm-dd)
Abandoned Well Information/Water Supply Well Information	ABWELLINF_R
Addendum	ADEND_R (added after report name)
Additional Information Report	ADD_R
Analytical Reports (Loose data sheets not in report)	ANALYT_R
As Built Drawings (or Plans)	AS_BUILT
Case File Scanned By OFD	CASE_FILE
Cleanup and Abatement Report	CAO_R
Case Transfer Form (from CUPA)	CASE_TRNSFR_F
Conduit Study/Well Search/Sensitive Receptor/Well Survey/Preferential Pathway Study	COND_WELL_R
Corrective Action Plan (CAP)	CAP_R
Correspondence	CORRES_L
Court Injunctions	INJ_L
Development Plans (Includes Plan Set, Cross-sections, and Related Drawings)	DEV_PLAN_date
Development Schedule (Project Schedule, Gant Chart, etc.)	DEV_SCHD_date
DWR Confidential Well Logs (Report containing)	report name_R_CONFIDENTIAL_YYYY-MM-DD (Ex: SWI_R_CONFIDENTIAL_YYYY-MM-DD)
DWR Well Completion Report-Confidential (Loose well logs)	DWR_WELL_CONFIDENTIAL_YYYY-MM-DD (Date of Well Log)
ESI/DAR (Environmental Site Investigation, Data Assessment Report)	ESI_R
Excavation Report	EX_R
Extension Request Letter	EXT_RQ_L
Fact Sheet	FACT_SHT

Feasibility Study	FEASSTUD_R
Groundwater Monitoring/Quarterly Summary Report	GWM_R
Financial Assurance/Letter of Credit	FNCL_ASSRNC_LOC
Interim Remedial Action Plan	IRAP_R
Interim Remediation Results (Includes Pilot Test Reports, Vapor Mitigation Reports, Soil Reports, Free Product Removal Reports, & Dual-Phase Extraction Reports)	IR_R
Lawsuit	LAWSUIT_R
Migration Control Report	MIG_R
Miscellaneous Report/Soil Sample	MISC_R
Miscellaneous Sample Report (analytical results)	MISC_SAMP_R
Notification Letter	NOT_L
NPDES Miscellaneous Reports	NPDES_R
Operations & Maintenance Plan	OM_P
Operations & Maintenance Report	OM_R
Pay for Performance	PFP_R
Petition	PETITION_R
Phase 1 Environmental Assessment Report	PHASE1_R
Photos	PHOTO_date
Preliminary Site Assessment Report/Phase 2 (historic reports only)	PSA_R
Remedial Action Plan	RAP_R
Remedial Design & Implementation Plan	RDIP_R
Remediation Progress Report	REM_R
Request for Closure	RFC(_L or _R)
Risk Assessment Report	RISK_R
Risk Based Corrective Action	RBCA_R
List of Landowners Forms	LNDOWNR_F_DATE
SB2004 Letter of Commitment	LOC_L
Site Conceptual Model/Conceptual Site Model	SCM_R
Site Health & Safety Plan	SFTY_PLAN_R
Site Management	SITE_MANAGE_R_
Site Management Plan	SMP_R
Site Summary Report	SITE_SUM_R

Soil and Water Investigation Report (Includes soil gas/vapor reports, indoor, additional site investigation, well installation, site characterization, cross section, indoor air, additional onsite investigation, Phase II/preliminary site assessment)	SWI_R
Soil Disposal Report	SOIL_DSPL_R
Source Area Characterization	SOURCAREA_R
State Information	STATE_INFO (no date)
Status Report(monthly remediation status reports addressed to sanitary district requires no stamp/perjury)	STAT_R
Tank/Tank System Removal Report	TNK_R
Tentative Order Report	TENT_R
Unauthorized Release Form	URF_R
UST Sampling Report	UST_SAMP_R
USTCF 5 Year Review	USTCF_5YR
USTCF issued Public Notice	USTCF_PP_L
Well Construction Report (limited to water supply wells)	WELL_CST_R
Well Decommissioning Report/Letter (well destruction/abandonment)	WELL_DCM_R
Work Plan	WP_R

**LOP and SLIC
ACEH OUTGOING LETTERS AND CASE FILE DOCUMENTATION**

Document Name	Abbreviation File Name= Abbreviation + Date (yyyy-mm-dd)
90 Day Letter	90D_L
CAP Approval	CAP_AP_L
RP Certification of Public Notice	CAP_CERT_L
CAP Public Participation Letter	CAP_PP_L
CAP Public Participation Letter to RP	CAP_PPRP_L
Certified Mail Receipt	CERT_MAIL_RECEIPT
Cleanup and Abatement Order	CAO_L
Closure Public Participation Letter	CL_PP_L
Closure Package (Letter, RACC, Summary, Deed Restriction)	CLOS_L
Correspondence	CORRES_L
Deed Restriction	DEED_L_ (Copied from CLOS_L_)
Directive Letter containing Public Notice and/or Landowner request form	DIR_PP_L
Directive Letter (Landowner form, site management requirements, well decommission scheduling prior to closure of PP, copy of PP to all RPs)	DIR_L
Enforcement	ENF_L
Enforcement Referral Letter	ENF_REF_L
Extension Approval Letter	EXT_AP_L
Extension Denial Letter	EXT_DNY_L
Fund Requests	FUND_REQ_L
Final Voluntary Remedial Action Agreement	FVRAA_date
GeoTracker info	GEOTRACK_R
Late Letter	LATE_L
List of Landowners Forms	LNDOWNR_F_DATE
Mailing List for Public Notice in Excel Format	MAIL_PP_DATE
Maps & Assessor's Parcel Information	MAPS_ASSESSOR (no date)
Meeting Agenda, Minutes, Sign in Sheet	MEETING
Miscellaneous Letter	MISC_L
New Landowner Letters	LNDOWNR_REQ_L
Notice of Responsibility	NOR_L
Notice of Violation	NOV_L
Phone Log	PHONE_LOG
Photos	PHOTO_date
Post Closure Monitoring	PCMP_L
QA/QC Checklist (confidential)	QAC_report name_date
Responsible Parties Information	RPINFO_L_DATE OF THE LETTERHEAD
Returned Mail	RTN_MAIL_date

Site Visit/Inspection Report	SITEVISIT_R
Transfer Letter	TRANS_L
UST Permit	UST_PRMT
Voluntary Remedial Action Notice to State Agencies	VRA_NOTICE
Voluntary Remedial Action Request Form from RP	VREQ_F