

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

October 22, 2018

Ms. Sharon Bender (Sent via electronic mail to: [roundmaggie@yahoo.com](mailto:roundmaggie@yahoo.com))  
James H. & Patricia D. Bender Trust  
4 Brent Court  
Lafayette, CA 94549

Ms. Corinne Jan (Sent via electronic mail to: [Corinnej@familybridges.org](mailto:Corinnej@familybridges.org))  
Family Bridges, Inc.  
168 11<sup>th</sup> Street  
Oakland, CA 94607

Subject: Concurrence of *Additional Phase II Site Assessment Report* and Request for Additional Soil and Groundwater Investigation for Leaking Underground Fuel Tank Case No. RO0003295 and GeoTracker Global ID T10000011366, Bender Property located at 250 12<sup>th</sup> Street, Oakland, CA 94607, APN: 2-69-2.

Dear Ms. Bender and Ms. Jan:

Alameda County Department of Environmental Health (ACDEH) has reviewed the case file for the subject site in conjunction with the *Additional Phase II Site Assessment Report* (the Report) dated September 11, 2018, prepared by Trinity Source Group, Inc. (Trinity) on behalf of Family Bridges, the proposed tenant. The report documents results from additional site characterization activities that were conducted in July 2018 to evaluate potential vapor intrusion risk to occupants of the proposed day care and outdoor air exposure in the proposed play area (currently the western parking lot) from residual contamination in the subsurface from historical operations as a commercial fuel station.

On May 7, 2018, a kick-off meeting was held at our offices with representatives from Family Bridges (the proposed Site tenant) and the Bender Trust (the current property owner). Also in attendance were George King from King, King & Zatzkin representing the Bender Trust, and Nicholas Targ from Holland & Knight LLP and Trinity Source Group Inc. (Trinity) representing Family Bridges. Based on discussions in the meeting, ACDEH understands Family Bridges is proposing to redevelop the Site into a Day Care Center, which would include remodeling of the existing building, installation of new subsurface utilities, and construction of a proposed outdoor play area in the western parking lot. ACDEH also understands James H. & Patricia D. Bender Trust (Bender) are the current property owners of this parcel (Assessor Parcel Number APN: 2-69-2) and are named as the Responsible Party for this Fuel Leak Case.

Subsequent to our meeting on May 7<sup>th</sup>, Trinity submitted (on behalf of Family Bridges), a *Work Plan for Additional Phase II Site Assessment* (the Work Plan), dated May 30, 2018 that was conditionally approved by ACDEH on June 28, 2018, as well as a *Work Plan Addendum for Additional Phase II Site Assessment*, (Addendum) dated July 10, 2018 that was conditionally approved by ACDEH on July 18, 2018. Sub-slab and soil vapor characterization activities associated with the Work Plan and Addendum are documented in the above-mentioned Report and include subsurface soil vapor results from twelve sub-slab vapor probes and nine soil vapor probes to evaluate potential human health risk to sensitive receptor occupants of the proposed Day Care Center.

Results from sub-slab vapor pins (SS-6 through SS-17) indicate total petroleum hydrocarbons as gasoline (TPH-g) was detected in all sub-slab pins at concentrations up to 890 micrograms per cubic meter ( $\mu\text{g}/\text{m}^3$ ). Volatile organic compounds (VOCs) were also reported in sub-slab samples including acetone, 2-butanone,

tetrahydrofuran, toluene, isopropyl alcohol, xylenes, and tetrachloroethene (PCE). Soil gas probes (SVP-1 through SVP-9), collected in the area of the proposed outdoor play area, reported TPH-g concentrations in all soil vapor probes with a maximum reported concentration of 770 µg/m<sup>3</sup>. Soil and soil vapor samples collected at a depth of five foot below ground surface (bgs) or greater beneath the onsite building and adjacent vicinity indicate TPH concentrations remain low. Oxygen results reported from the sub-slab and soil vapor probes installed at the 5-foot bgs interval indicate the presence of a bioattenuation zone.

Based on results presented in the Report, Trinity indicates the vapor intrusion pathway of subsurface contamination to residential indoor occupants or indoor commercial workers is not an open receptor and recommends the allowance of the building to operate a children's day care.

ACDEH has evaluated the data and recommendations presented in the Report, in conjunction with the case files to determine if media-specific criteria for vapor intrusion to indoor air is considered low risk under the State Water Resources Control Board's Low Threat Underground Storage Tank Case Closure Policy (LTCP). Based on ACDEH staff review, we have determined that the Site meets the criteria to be considered low-threat under the current building configuration and outdoor air exposure in the proposed play area from residual contamination in the subsurface from historic use as a commercial fueling station. ACDEH requests a soil and groundwater management plan (SGMP) be prepared to describe procedures to be followed by environmental consultants, construction contractors and workers, and other property owner representatives during any proposed property improvements. Additionally, based on our meeting, ACDEH understands that the installation of new subsurface utilities will be conducted during tenant improvements, potentially affecting preferential pathway contaminant vapor migration from subsurface to indoor air, therefore, ACDEH requests additional sub-slab vapor and indoor air samples be collected post utility installation to insure vapor migration to indoor air is not a completed pathway.

Additionally, based on ACDEH staff review, we have determined that the site fails to meet the following LTCP criteria including:

1. **Secondary Source**– Analytical results from the previous January 26, 2018, *Limited Phase II Site Assessment Report* (Phase II ESA) submitted by Trinity on behalf of Family Bridges indicated the highest TPH-g concentrations were detected in boring B-5 at 979 (milligrams per kilogram; mg/kg) and 617 mg/kg, at 24 feet bgs and 26.5 feet bgs, respectively. Vertical delineation of soil has not been investigated beyond the depth of 26.6 feet bgs to evaluate the presence of secondary source in this location.

Additionally, soil and groundwater investigations have not been conducted near the vicinity of the two former 1,000-gallon underground storage tanks (USTs) located adjacent to the property boundary in the public-right-of-way. No data has been collected beneath the former tank pit area to verify that secondary source is present in this location. Further investigation is required to meet the LTCP criteria for secondary source.

As recommended in the January 2018 Phase II ESA, ACDEH concurs that “additional soil sampling is needed in the vicinity of the former dispenser islands and former underground fuel and waste oil tanks in order to assess the presence of secondary source material located at or near the point(s) of release.”

2. **Media-Specific Criteria for Groundwater** – The previous January 2018 Phase II ESA report states that TPH and VOC impacts in groundwater beneath the southeast corner of the site are likely due to an offsite source. ACDEH's review of the data indicates that the TPH-g, TPH-d, and benzene groundwater plumes are not delineated as follows:
  - o At this time, the highest TPH concentrations in groundwater appear to be localized around SB-5. Groundwater collected from boring SB-5, located downgradient of the former 6,000-gallon USTs, indicated the highest concentrations of TPH-g and TPH-d were reported

at 24,000 micrograms per liter ( $\mu\text{g/L}$ ) and 6,460  $\mu\text{g/L}$ , respectively. Additionally, ACDEH notes that TPH-g concentrations reported in groundwater collected from boring SB-5 are indicative of free product. The lateral extent of the groundwater plumes are currently undefined. Additionally, groundwater in the vicinity of the two 2,000-gallon USTs has not been investigated and therefore is undefined. Further delineation of the contaminant plumes is required to satisfy the LTCP media specific criteria for groundwater.

ACDEH requests that you prepare a *Soil and Groundwater Investigation Work Plan* as outlined in the *Technical Comments* provided below. ACDEH also requests that you submit the requested document by the date below to the State Water Resources Control Board's GeoTracker website in accordance with the compliance schedule provided below and the *Responsible Party (ies) Legal Requirement/Obligations Instructions* and *File Naming Conventions*, which are included as Attachments 1 and 2, respectively. ACDEH requests email notification verifying the requested deliverables have been uploaded to GeoTracker (e-mail preferred to: [andrew.york@acgov.org](mailto:andrew.york@acgov.org)).

### **TECHNICAL COMMENTS**

1. **Soil and Groundwater Management Plan** - A SGMP describing procedures to be followed by environmental consultants, construction contractors and workers, and other property owner representatives during property improvements, identifying safety and training requirements for construction workers, establishing procedures for assessing and managing contaminated. A template for the SGMP can be provided by ACDEH upon request.

Please submit the SGMP to GeoTracker for ACDEH review and approval by **Tuesday, December 17, 2018** or before property improvement activities are scheduled prior to the December due date.

2. **Soil and Groundwater Investigation Work Plan** – The proposed investigation work plan will be conducted to define the magnitude and extent of soil and groundwater contamination reported at the subject site. The extent of further investigations and potential remediation will be determined based on the data collected. The work plan must include a site conceptual model in tabular format that identifies data gaps and proposed scope of work that includes at a minimum the following elements:
  - **Site Conceptual Model (SCM)** – The work plan must include a site conceptual model that represents the current understanding of the Site and synthesizes all the analytical data and evaluates all potential on- and off-site receptors. The SCM must include, at a minimum, information on site geology and hydrogeology, distribution and transport mechanisms of potential chemical of concern (PCOCs) in soil and groundwater, including preferential pathways capable of intercepting and conveying non-aqueous phase liquid, dissolved phase liquid to nearby receptors, and the likely magnitude of potential impacts to receptors. The SCM must identify specific data gaps that require further investigation to evaluate the risk to on- and off-site receptors from residual subsurface contamination and help inform corrective actions for the Site. ACDEH requests submittal of the SCM using ACDEH's tabular format template. ACDEH can provide an example of a tabular SCM upon request.
  - **Soil Investigation** – ACDEH requests additional soil investigation activities to investigate the source of TPH identified in soil and groundwater in the vicinity of B-5, and former service station infrastructure (i.e. former waste oil USTs, dispenser islands, etc). Additionally, ACDEH requests additional soil investigations be conducted near the vicinity of the former two 1,000-gallon USTs located in the public right-of-way adjacent to the southern portion of the site.
  - **Groundwater Investigation** – Previous groundwater investigation activities documented in the January 2018 Phase II ESA, indicated TPH-g, TPH-d, benzene, naphthalene, and PCE concentrations were detected in “grab” groundwater sample collected from boring B-5. ACDEH requests additional groundwater investigation to delineate the lateral and vertical extent of the

dissolved phase plume. The work plan must include a proposed scope of work for collection of additional data through the collection of "grab" groundwater samples and/or installation of new monitoring wells. The proposed scope of work must also include investigation activities to evaluate the effect on the dissolved phase contaminant plume extent due to contaminant migration along submerged utility corridors in the vicinity of the Site (e.g. sanitary sewer and water lines buried on the western portion of the Site).

Please submit a work plan describing the proposed scope of work for additional soil, groundwater, sub-slab and soil gas investigations activities and upload the proposed work plan to GeoTracker by **Tuesday, December 17, 2018**.

- 3. 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 you upload all historical environmental documents related to the subject site including but not limited the missing Phase I ESA, soil and groundwater analytical data, maps, and boring logs from the Phase II ESAs and associated EDF data from the previous Phase II ESAs 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 **Monday, November 19, 2018** and furthermore as environmental site data and reports are submitted.

Thank you for your cooperation. ACDEH looks forward to working with you 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](mailto: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: David Reinsma, Trinity Source Group Inc. (Sent via E-mail to: [dar@tsgcorp.net](mailto:dar@tsgcorp.net))  
Dana McCarthy, Trinity Source Group Inc. (Sent via E-mail to: [dkm@tsgcorp.net](mailto:dkm@tsgcorp.net))  
Brady Nagle, Trinity Source Group Inc. (Sent via E-mail to: [bsn@tsgcorp.net](mailto:bsn@tsgcorp.net))  
Nicholas Targ, Holland & Knight LLP (Sent via E-mail to: [Nicholas.Targ@hkllaw.com](mailto:Nicholas.Targ@hkllaw.com))  
George King, King, King & Zatkun (Sent via E-mail to: [george@kkflaw.net](mailto:george@kkflaw.net))  
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Dilan Roe, ACDEH, Chief Land, and Water Division (Sent via E-mail to: [dilan.roe@acgov.org](mailto:dilan.roe@acgov.org))  
Paresh Khatri, ACDEH (Sent via E-mail to: [paresh.khatri@acgov.org](mailto:paresh.khatri@acgov.org))  
Drew York, ACDEH (Sent via E-mail to: [andrew.york@acgov.org](mailto:andrew.york@acgov.org))  
Electronic File, GeoTracker

ATTACHMENT 1

|  |  |
|--|--|
| <b>Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)</b> | <b>REVISION DATE:</b> December 14, 2017  |
|  | <b>ISSUE DATE:</b> July 25, 2012   |
|  | <b>PREVIOUS REVISIONS:</b> September 17, 2013, May 15, 2014, December 12, 2016 |
| <b>SECTION:</b> ACDEH Procedures   | <b>SUBJECT:</b> 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/](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 values<sup>1</sup> 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                      |
|---|---------------|------------|----------|-----------|--------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>2016 Subsurface Investigation Report</b> | 2016 S1       | ✓          | ✓        | Effluent  | SO     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ✓                        |
| <b>2012 Site Assessment Work Plan</b>       | 2012          | ✓          | ✓        |           |        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2010 GW Investigation Report</b>         | 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      | ✓                        | ✓                        | ✓                        | ✓                        | ✓                        |

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

|  |  |
|--|--|
| <b>Alameda County Environmental Cleanup Oversight Programs (LOP and SCP)</b> | <b>REVISION DATE:</b> NA   |
|  | <b>ISSUE DATE:</b> December 14, 2017   |
|  | <b>PREVIOUS REVISIONS:</b> September 17, 2013, May 15, 2014, December 12, 2016 |
| <b>SECTION:</b> ACDEH Procedures   | <b>SUBJECT:</b> 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/](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



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|--|--|
| <b>Alameda County Environmental<br/>Cleanup Oversight Programs<br/>(LOP and SCP)</b> | <b>REVISION DATE:</b> September 5, 2018  |
|  | <b>PREVIOUS REVISIONS:</b><br><br>July 26, 2018, April 4, 2018, July 17, 2017,<br>November 8, 2016, December 15, 2015, December<br>16, 2014, June 19, 2013, June 15, 2011, March 26,<br>2009, April 29, 2008 |
|  | <b>ISSUE DATE:</b> June 16, 2006   |
| <b>SECTION:</b> Miscellaneous Administrative Topics & Procedures                     | <b>SUBJECT:</b> File Names for Electronic Reports  |

Format: REPORT\_NAME\_R\_YYYY-MM-DD  
Ex: SWI\_R\_VOL1\_2006-05-25

| <b>LOP and SCP (VRAP)<br/>INCOMING REPORTS AND LETTERS</b>                          |   |
|---|---|
| <b>Document Name</b>  | <b>Abbreviation<br/>File Name= Abbreviation + Date (yyyy- mm-dd)</b>      |
| 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 Entitlement   | DEV_ENTITLE   |
| Development Plans (Includes Plan Set, Cross-sections, and Related Drawings)         | DEV_PLAN  |
| Development Schedule (Project Schedule, Gant Chart, etc.)                           | DEV_SCHD  |
| 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           |
| 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       |
| 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_  |
| Acknowledgement Statement for Site Management Plan   | SMP_ACK_L       |

|  |                      |
|--|----------------------|
| 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**

| <b>Document Name</b>  | <b>Abbreviation<br/>File Name= Abbreviation + Date (yyyy-mm-dd)</b> |
|---|---|
| 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   |
| Fact Sheet Public Participation Letter  | FACT_SHT_PP_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   |
| Land Use Covenant   | LUC_L   |
| Mailing List for Public Notice in Excel Format  | MAIL_PP   |
| 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   |
| 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                          |