



Edmund G. Brown Jr.
Governor

Matthew Rodriguez
Secretary for Environmental Protection

Certified Mail: 7015 1730 0001 0036 8040

May 7, 2018

Ms. Susan Hugo
Division Chief
Alameda County
Department of Environmental Health
1131 Harbor Bay Parkway, Suite 240
Alameda, California 94502-6577

Dear Ms. Hugo:

The performance evaluation of the Alameda County Department of Environmental Health Certified Unified Program Agency (CUPA) is scheduled to occur beginning May 2018, through September 2018. The CUPA evaluation process has changed since the last CUPA evaluation took place.

To facilitate the new remote evaluation process, the CUPA must electronically submit documentation requested in Enclosure 1 and Enclosure 2 to the California Environmental Protection Agency (CalEPA) by **July 16, 2018**.

A Secure File Transfer Protocol (SFTP) site has been made available by CalEPA to enable the CUPA to electronically provide the information requested above. The CalEPA Team Lead, Kareem Taylor, will provide information on how to access the SFTP site. If for any reason the SFTP site is not compatible with the local CUPA electronic information system, the requested documentation may be submitted via email to Kareem.Taylor@calepa.ca.gov or by mailing electronic storage media (thumb drives or DVDs) to:

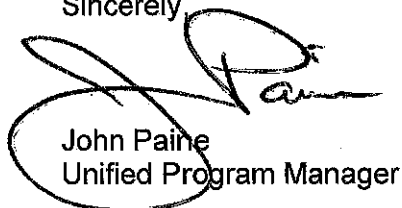
CalEPA Unified Program
Attention: Kareem Taylor
1001 I Street, 2nd Floor, MS 2D
Sacramento, California 95814-2828

As necessary, evaluators from the Department of Toxic Substances Control (DTSC) and the State Water Resources Control Board (State Water Board) may contact you to schedule oversight inspections.

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Should you have any questions regarding the remote CUPA evaluation process, please contact me at (916) 327-5092 or email John.Paine@calepa.ca.gov.

Sincerely



John Paine
Unified Program Manager

Enclosures (2)

cc sent via email

Mr. Ronald Browder, Director
Alameda County
Department of Environmental Health
1131 Harbor Bay Parkway, Suite 240
Alameda, California 94502-6577

Ms. Laura Fisher, Chief
State Water Resources Control Board
P.O. Box 100
Sacramento, California 95812-0100

Ms. Diana Peebler
Senior Environmental Scientist, Supervisor
Department of Toxic Substances Control
700 Heinz Avenue, Suite 210
Berkeley, California 94710-2721

Mr. Ben Ho, Chief
CAL FIRE - Office of the State Fire Marshal
P.O. Box 944246
Sacramento, California 94244-2460

Mr. Larry Collins, Chief
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Mr. Jack Harrah
Senior Emergency Services Coordinator
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Ms. Susan Hugo

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cc sent via email

Ms. Denise Gibson

Environmental Scientist

California Office of Emergency Services

3650 Schriever Avenue

Mather, California 95655-4203

Ms. Jennifer Lorenzo

Senior Environmental Scientist, Specialist

CAL FIRE - Office of the State Fire Marshal

P.O. Box 944246

Sacramento, California 94244-2460

Ms. Joann Lai

Environmental Scientist

CAL FIRE - Office of the State Fire Marshal

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Ms. Elizabeth McElroy

Environmental Scientist

Department of Toxic Substances Control

700 Heinz Avenue, Suite 210

Berkeley, California 94710-2721

Ms. Lisa Jensen

Environmental Scientist

State Water Resources Control Board

P.O. Box 100

Sacramento, California 95812-0100

Mr. Kareem Taylor

Unified Program Evaluation Team Lead

California Environmental Protection Agency

Please provide the following CUPA documentation electronically to CalEPA:

Administrative Documents:

- Inspection and Enforcement Plan
- Self Audit Reports [last three Fiscal Years (FYs)]
- Surcharge Transmittal Reports (Report 1) (last three FYs and through current quarter of this FY)
- Single Fee Invoices (last three FYs and through current quarter of this FY)
 - For each FY, ensure at least one invoice is provided for each program element: California Accidental Release Prevention (CalARP), Underground Storage Tank (UST), Aboveground Petroleum Storage Act (APSA), Hazardous Materials Business Plan, Hazardous Waste Generator
- Fee Accountability Program Documents
 - Record/budget spreadsheet (last two FYs), including revenue and expenditures (itemized direct and indirect costs)
- Staff Education and Training Records (last three FYs)
 - Health and Safety Training Certification with current refresher
 - International Code Council Certifications
 - APSA Inspector Training Certificates
 - Ongoing training documentation
- Three Formal Enforcement case files (closed within the last two years)
- CUPA Organization Chart

Administrative/ Standard Operating Procedures:

- Public Participation
- Records Maintenance
- Information Request Response
- Financial Management (including the single fee system and surcharge collection and reimbursement program)
- Memorandum of Understanding with each Participating Agency, including procedures for Withdrawal or Removal, if applicable
- Data Management
- Fee Dispute Resolution
- Permitting Procedures
- Business Plan Information Forwarding
- Records for Department of Toxic Substances Control (DTSC) referred complaints, if requested

Program Element Specific Documents:

- Area Plan
- CalARP Program Dispute Resolution Procedure
- CalARP Program Performance Audit Reports (last three FYs)

Please submit the following documentation for each facility file listed on Enclosure 2:

- Last two routine inspection reports, including summaries of violations, notices to comply, and notices of violation
- Return to Compliance documentation
- Correspondence related to returning the facility to compliance
- Current Unified Program Facility Permit(s)
- For CalARP facility files requested by CalOES, please also include:
 - CalARP Program Level
 - Current Risk Management Plan (RMP) date
 - Statement of whether or not an RMP audit was conducted
- For Tiered Permit facility files requested by DTSC, please also include:
 - Applicable Tiered Permit notifications
- For APSA facility files requested by OSFM, if not in CERS, please also include:
 - Most recent "Tank Facility Statement" or Business Plan
 - If including the Business Plan, include the most recent site map and most recent Emergency Response and Training Plans
- For UST facility files requested by the State Water Board, please also include:
 - Last three Annual Inspection Reports
 - Last three Monitoring Certification Reports
 - Last three Spill Bucket Tests
 - Last two Secondary Containment Test Reports
 - Tank Lining Certifications, as appropriate
 - Last three Tank and Piping Integrity Tests, as appropriate
 - Enhance Leak Detection test results, as appropriate

**Alameda County Department of Environmental Health CUPA
Facility File Request**

CalARP Facility Files Requested by Cal OES

- 10188239 ACWD Desalination Facility
- 10188339 Altamont Landfill & Resource (CUPA)
- 10188607 Chain of Lakes Well No 1
- 10624963 Chemical Compounding Company
- 10188747 Del Valle Water Treatment Plant
- 10415791 Digital 720 2nd, LLC
- 10189267 Mariposa Energy Project
- 10002979 Matheson Tri-Gas
- 10189417 Patterson Pass WTP
- 10653076 Ross-Royce Corp, Test Cell Facility
- 10476709 Rolls-Royce Engine Services Oakland Inc
- 10476535 Satellite Healthcare
- 10189671 SFPUC Sunol Valley Chlorination Fac/San Antonio Pump Station
- 10189675 SFPUC Sunol Valley Water Treatment Plant
- 10404997 The Hillshire Brands Company a solely owned subsidiary of Tyson Foods

Facility Files Requested by DTSC

- 10189009 Former Baron Blakeslee Facility
- 10002835 Safety-Skleen of California Inc
- 10188951 Envia Systems Inc
- 10189285 Metalco
- 10409590 Gold Seal Plating
- 10416895 Able Metal Plating Inc
- 10673956 Johnson Plating Works Inc
- 10416649 Scientific Platers Inc
- 10454188 Municipal Service Center (MSC)
- 10188301 Alameda USD Maintenance Yard
- 10653049 Penumbra Inc
- 10683769 City of Oakland Fire Department at MSC
- 10189657 Stoneridge Chrysler Jeep DOD of DU
- 10491100 West Oakland
- 10189687 T.D.W. Construction Inc
- 10446280 Standard Iron & Metals Co
- 10684054 Roberto's Truck Repair
- 10157769 Firestone Complete Auto Care @012599
- 10405000 Sierra Pacific Ready Mix Services dba: Allied Concrete Redy Mix
- 10002562 Al's Roofing Supply of Newark

- 10471477 Ashton Auto Service
- 10189689 Target T2771
- 10721299 InVisage Technologies Inc
- 10188391 Arroyo High School
- 10189559 San Lorenzo High School
- 10140219 The Home Depot Store #1007
- 10147023 PG&E: Emeryville Materials Facility
- 10589812 CTS Tires & Recycling
- 10750267 Turbo Auto Body Inc
- 10139289 AutoZone #5229

Please also provide documentation for the following facilities that are not in CERS:

- CAR000163790 Port of Oakland, 1 Corregidor Ave South Site 01, Oakland
- Dougco Metal Finishing Services, 1073 34th Street, Oakland
- CAL000045783 Insta Lube, 736 W Macarthur Blvd, Oakland
- CAL000317391 Microchip Biotechnologies Inc, 6693 Sierra Ln, Dublin

Facility Files Requested by OSFM

- 10630771 Signature Flight Support
- 10491100 West Oakland
- 10189423 Pennzoil-Quaker State-Alameda Plant
- 10188589 Cemex Constructi. Materials Pacific
- 10413271 Oakland Power Plant
- 10402828 Amtrak Oakland Maintenance Facility
- 10189793 Vulcan Materials Company
- 10479193 Chevron Products Company - Oakland
- 10424056 Chevron Aviation Services
- 10440271 Swissport Fueling Inc
- 10406995 Maritime Facilities Complex
- 10458979 Flyers #3016
- 10454188 Municipal Service Center (MSC)
- 10616176 JD Recycling LLC
- 10149517 Creekside Business Park
- 10409062 Enterprise/Alamo/National Oakland QTA

Facility Files Requested by State Water Board

- 10419757 Oakland Petrol Inc
- 10188829 Dublin Exxon
- 10735432 American Fast Lube
- 10739212 98th Gas
- 10400458 Go! Gas & Food
- 10405747 Market Street Shell

- 10398013 County of Alameda GSA AlcoPark Garage
- 10002709 Oatey Corp
- 10188319 Albany Shell
- 10453684 Fire Station #8
- 10124983 Propel Fuels Inc (202016)
- 10188575 Castro Valley Gas 76
- 10397290 United #5192
- 10604038 Fallon Gateway Chevron
- 10188619 Chevron Station #93283 (CUPA)
- 10189401 AT&T California - Q3004
- 10188867 Dublin Valero Inc
- 10402999 Arco 06148
- 10479766 Fruitvale Mobil
- 10591237 Coliseum 76

