



California Regional Water Quality Control Board

Los Angeles Region



Linda S. Adams
Cal/EPA Secretary

320 W. 4th Street, Suite 200, Los Angeles, California 90013
Phone (213) 576-6600 FAX (213) 576-6640 - Internet Address: <http://www.waterboards.ca.gov/losangeles>

Arnold Schwarzenegger
Governor

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To: All Interested Parties

UNDERGROUND STORAGE TANKS PROGRAM – UPDATED GUIDELINES FOR ELECTRONIC REPORT SUBMITTAL

In 2005, the State Water Resource Control Board (State Board) adopted regulations that required electronic submittal of information (ESI) for all underground storage tank sites. The Los Angeles Regional Water Quality Control Board (Regional Board)'s Underground Storage Tank (UST) Program hereby requires all parties who are under the directives of the Program to submit all reports (including groundwater monitoring report, workplan, remedial action plan, and progress report) in electronic format. The routine paper copies of the reports are no longer necessary. The following guidelines are to be used for submitting the electronic reports.

I. Reporting to Geotracker Database

All reports must be electronically uploaded to the State Geotracker database. Please check out the following link for more information:

http://www.waterboards.ca.gov/ust/cleanup/electronic_reporting/index.html

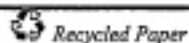
II. Electronic Format and Contents

Reports submitted to the Regional Board must contain the following information at a minimum: 1) cover page with title and date, 2) table of contents, 3) project summary, 4) signature page, 5) figures and maps [i.e., area location and site plan, groundwater elevation contours, soil boring and monitoring well locations, analytical data and isoconcentration plots, across-section maps, free product, etc.], 6) data summary tables [analytical data, groundwater elevations, depth to water, well completion table, etc.], 7) contaminant mass removal summary, if applicable, and 8) attachments and other relevant information [e.g., boring logs, analytical laboratory report, chain of custody, waste disposal manifest, health and safety plan, etc.]. However, hard copies of oversized documents, such as maps or as-built prints, are required. The electronic reports shall be converted into a Portable Deliverable Format (PDF), readable by the *Acrobat Reader (most updated version)*, and copied onto a CD-ROM for submittal. Separate hard copies of the whole report are not necessary.

III. CD-ROM

The submittal shall have a secured page or pouch to contain the CD-ROM. The CD-ROM submittal shall contain a CD-ROM case and both CD-ROM and the case shall be labeled with

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site address, case number, report title, and date of the report. Submit one CD-ROM per site. The latest CD-ROM shall contain all previously submitted electronic files.

IV. Limitations

This guideline is **not** a substitute of the State Board's Electronic Data Format (EDF) submittal to the Geotracker Database. The electronic report format discussed in this letter is only pertinent to changing the format from hard copy reports that have been routinely required by this Regional Board to the electronic format, and does not fulfill any and all other requirements. Regional Board staff reserve the right to re-evaluate the need related to electronic reporting and to require submittal of hard copy report on a case by case basis.

V. Public Access to Electronic Reports

The electronic reports submitted to the Regional Board are considered public information. Regional Board staff will provide and make electronic equipment (CD-ROM reader/writer) available in our File Review Room to facilitate the public access and copying of electronic reports on CD. The standard Regional Board File Review procedures are applicable to review of electronic reports.

If you have any questions regarding this matter, please contact Dr. Yue Rong at (213) 576-6710 or at yrong@waterboards.ca.gov.

Sincerely,



Deborah J. Smith
Interim Executive Officer

Cc: James Giannopoulos (jgiannopoulos@waterboards.ca.gov)
Kevin Graves (kgraves@waterboards.ca.gov)
George Lockwood (GLockwood@waterboards.ca.gov)
Stave Linder (linder.steven@epa.gov)
Matt Small (small.matthew@epa.gov)
Local Implementation Agencies (LIA)/Local Oversight Agency (LOP)