



California Regional Water Quality Control Board

Los Angeles Region

Terry Tamminen
Secretary for
Environmental
Protection

Over 51 Years Serving Coastal Los Angeles and Ventura Counties
Recipient of the 2001 *Environmental Leadership Award* from Keep California Beautiful

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Arnold Schwarzenegger
Governor

June 15, 2004

To: All Interested Parties

UNDERGROUND STORAGE TANKS PROGRAM – NEW GUIDELINES FOR ELECTRONIC SUBMITTAL OF QUARTERLY GROUNDWATER MONITORING REPORT

Starting on July 1, 2004, all parties who are directed by the Los Angeles Regional Water Quality Control Board's Underground Storage Tank (UST) Program to submit quarterly groundwater monitoring reports (QMRs) will have an option to submit these reports in an electronic format. This option is intended to save resources for both the public and private sectors, as well as to identify potential problems in advance of implementing new regulations (revisions to title 23 and title 27) to submit these reports electronically over the internet to the State Board's Geotracker system. The following guidelines are to be used for submitting the electronic QMRs.

I. Electronic Format

QMR's submitted to the Regional Board contain the following required information at a minimum: 1) cover page, 2) table of contents, 3) project summary 4) signature page, 5) figures and maps [area and site maps, direction of flow, monitoring locations, plume concentrations, free product, etc.], 6) data summary tables, 7) contaminant mass removal summary, if applicable, and 8) other relevant information [e.g., boring logs, analytical laboratory report, chain of custody, waste disposal manifest, health and safety plan, etc]. The electronic QMRs shall be converted into a Portable Deliverable Format (PDF), readable by the *Acrobat Reader (version 6.0)*, and copied onto a CD-ROM for submittal. No duplicate hard copies of the whole report are necessary. However, the cover page, table of contents, text of the report, signature page, data summary tables, and figures in the report shall be still submitted in hard copy along with the CD-ROM, which contains the full report including body of the report, appendices, and attachments. 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 the site address and the monitoring quarter. Submit one hard copy (portion of the report as specified below) and one CD-ROM for each individual report per site.

II. Contents of the Quarterly Groundwater Monitoring Report

The quarterly groundwater monitoring report shall include, but not limited to, the following components:

- 1) Cover page containing the title of the report, address of the site, Regional Board File number, the period of quarterly groundwater monitoring, affiliation that produced the report, and the date of the report (**hard copy and CD**).
- 2) Table of contents and narrative text of the report (**hard copy and CD**).

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- 3) Signature page for whom is responsible for the report (**hard copy and CD**).
- 4) Summary tables of current-quarter and historical monitoring data (**hard copy and CD**).
- 5) Figures (**hard copy and CD**).
- 6) Maps (**on CD**)
- 7) Contaminant mass removal summary, if applicable (**on CD**).
- 8) All attachments containing relevant information (e.g., boring logs, analytical laboratory report, chain of custody, waste disposal manifest, etc.) (**on CD**).

III. Limitations

This guideline is **not** a substitute of the State Board Electronic Data Format (EDF) submittal to the GeoTracker Database under the requirements of AB2886. The electronic report format discussed in this letter is only pertinent to changing the format of the hard copy reports that have been regularly submitted to this Regional Board, and does not fulfill any and all other requirements. Regional Board staff reserve the right to evaluate the need for the electronic report on a case by case basis.

IV Public Access to the Electronic Report

The Regional Board will make the proper electronic equipment (CD-ROM reader) available in the file review room to facilitate the public access to the information contained in the electronic report on CD. The standard Regional Board File Review procedures are applicable to review the CDs as well.

If you have any questions regarding this matter, please contact Dr. Yue Rong at (213) 576-6710 or at yrong@rb4.swrcb.ca.gov.

Sincerely,

Original signed by

Dennis A. Dickerson
Executive Officer

