Date Filed: October 6, 2026

City & County of San Francisco
BOARD OF APPEALS

JURISDICTION REQUEST NO. 26-3

Date of request: **October 6, 2026**.

Gerald Lee hereby seeks a new appeal period for the following departmental action: **REVOCATION** of **Tobacco Sales Permit, T-76915** by **Department of Public Health,** for the property at **376 Castro Street**, that was issued or became effective on **August 11, 2026**, and for which the appeal period ended at close of business on **August 26, 2026.**

Your **Jurisdiction Request** will be considered by the Board of Appeals on Wednesday, **October 28, 2026** at **5:00 p.m. and will be held in Room 416 of San Francisco City Hall. The parties are encouraged to attend in-person but may also attend via the Zoom video platform**.

Pursuant to Article V, § 10 of the Board Rules, the **RESPONSE** to the written request for jurisdiction must be submitted by the permit, variance, or determination holder(s) and/or department(s) no later than **10 days from the date of filing, on or before October 16, 2026**, and must not exceed 6 pages in length (double-spaced), with unlimited exhibits. An electronic copy shall be submitted to the Board office via email to: boardofappeals@sfgov.org with additional copies delivered to the opposing parties the same day.

You or your representative **MUST** be present at the hearing. It is the general practice of the Board that only up to three minutes of testimony from the requestor, the permit holder, and the department(s) will be allowed. Your testimony should focus on the reason(s) you did not file on time, and why the Board should allow a late filing in your situation.

Standard of Review for a Jurisdiction Request

Four out of five votes are needed to grant a Jurisdiction Request and allow the late filing of an appeal. The Board may grant late jurisdiction only upon a showing by the requestor that the City intentionally or inadvertently caused the requestor to be late in filing the appeal. If a Jurisdiction Request is granted, the requestor will have five (5) days from the date of the Board's decision to file an appeal. (See, Rules of the Board of Appeals, Section V.10.)

Based upon the evidence submitted and the testimony, the Board will make a decision to either grant or deny your Jurisdiction Request. Four votes are necessary to grant jurisdiction. If your request is denied, an appeal may not be filed and the decision of the department(s) is final. If your request is granted, **a new five (5) day appeal period shall be created which ends on the following Monday**, and an appeal may be filed during this time.

Name: Gerald Lee

Address: 378 Castro Street San Francisco, CA 94114

Email: glee006@gmail.com and glee0006@gmail.com

Request submitted via email.

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF APPEALS

JURISDICTION REQUEST STATEMENT

TOBACCO PERMIT #T-76915

Gerald Lee — Permit Holder, Lee RC Gas

I. INTRODUCTION

I am Gerald Lee, the permit holder for Tobacco Sales Permit No. T-76915 for Lee RC Gas at 376 Castro Street, San Francisco, California. I respectfully submit this statement asking the Board of Appeals to grant my Jurisdiction Request and permit me to file an appeal concerning the San Francisco Department of Public Health's Director's Hearing Order dated August 11, 2026.

I understand from the Board that late jurisdiction may be granted only upon a showing that the City intentionally or inadvertently caused the requester to be late in filing the appeal. I am therefore asking the Board to consider the circumstances of notice, delivery, actual receipt, and the Department's subsequent communications, and to determine whether the City's handling of the notice inadvertently contributed to the late filing.

I am not asking the Board at this stage to decide the full merits of the underlying appeal. I am asking for the opportunity to file the appeal so that the Department's action, including the revocation of my tobacco permit, can be reviewed through the normal appeal process.

II. DIRECTOR'S HEARING ORDER AND DEADLINE

The Director's Hearing Order concerns Tobacco Sales Permit No. T-76915 and Lee RC Gas. It imposes a $2,500 administrative penalty and provides an appeal process with a fifteen-day period. The Order is the departmental action I seek to appeal.

The Order was entered on August 11, 2026. The Department's later inspection record shows a hard copy was delivered to the establishment on August 27, 2026. My contemporaneous written communication establishes that I did not personally receive the actual copy until August 28, 2026.

III. NOTICE AND ACTUAL RECEIPT

The Department's August 27, 2026 Inspection Report states that a hard copy of the Director's Hearing Order and invoice were dropped off to the person at the establishment during the site visit. Although the Department's report states that a hard copy was left at the establishment on August 27, I did not personally receive the actual copy of the Director's Hearing Order until August 28, 2026. On August 28, I sent an email to the Department stating: "We just received the actual copy of the Director's Hearing Order today, August 28, 2026." That communication was made contemporaneously with my receipt of the actual Order.

I have also explained that the owner of the market did not give us the mail. I am not asking the Board to make a finding that the market owner intentionally withheld anything, and I do not speculate about the reason. My point is that the Department's own record shows delivery to a person at the establishment on August 27, while my contemporaneous email establishes when the actual Order came into my possession.

The Department has subsequently stated that it also sent the Order by email and certified mail and that it considers its notice procedures properly followed. I acknowledge that position. I am not asking the Board to disregard it. I am asking the Board to consider the complete record and whether, notwithstanding those methods, the City's notice and delivery process inadvertently resulted in my not having the actual Order and acting on it before the appeal period had passed.

IV. THE CITY'S NOTICE PROCESS INADVERTENTLY CONTRIBUTED TO THE DELAY

The Board's instruction specifically asks whether the City intentionally or inadvertently caused the requester to be late. I respectfully submit that the record supports consideration of inadvertent City contribution because the Department's documented hard-copy delivery did not occur until August 27, while I did not personally receive the actual Order until August 28.

The timing matters. The Order was entered on August 11. The Department's inspection report documents delivery of a hard copy only on August 27. My August 28 email documents actual receipt. Thus, the physical delivery and actual receipt reflected in the Department's own records occurred only after the ordinary fifteen-day period had become an issue.

The Department later maintained that it had also provided notice by email and certified mail. I recognize that the Board will consider those records. However, the existence of those claimed delivery methods does not eliminate the factual circumstance that the actual Order was not in my possession until August 28 and that the first contemporaneous written notice from me to the Department stating that we had received the actual Order was sent that same day.

I respectfully ask the Board to evaluate the notice process as a whole rather than treating the site visit and hard-copy delivery as proof that I knowingly had the Order and chose not to appeal. The record instead shows a gap between the Department's documented delivery to the establishment and my actual receipt, followed by immediate efforts to address the matter.

V. ACTIONS TAKEN AFTER RECEIPT

After receiving the actual Order on August 28, I immediately contacted the Department regarding the Order and the timing of receipt. I continued following up with the Department on September 1, September 3, and September 4, 2026. These communications show that I was actively attempting to address the matter and preserve the opportunity for review.

VI. REQUEST TO DPH AND SEPTEMBER 17 RESPONSE

I asked SFDPH to reissue the Director's Hearing Order so that the appeal process could be pursued. On September 17, 2026, the Department responded that it had reviewed the request and believed its required procedures had been followed. The Department stated that the Order had been correctly delivered by email and certified mail, declined to reissue the Order, and stated that it would uphold the revocation.

During the September 17 telephone discussion referenced by the Department, I was also offered voluntary closure of the tobacco permit. I did not agree to voluntary closure because I want the opportunity to challenge the Department's action through the appeal process. Voluntary closure would not resolve my underlying dispute regarding responsibility for the conduct associated with the permit.

The Department's September 17 response is important because it confirms that I was actively attempting to address the Order and seek a path to review. When the Department declined to reissue the Order, I then sought guidance from the Board of Appeals regarding the procedure for obtaining permission to file a late appeal.

VII. BRIEF MERITS OF THE UNDERLYING APPEAL

If the Board grants this Jurisdiction Request, I intend to appeal the revocation of Tobacco Sales Permit No. T-76915 and the Department's attribution of responsibility for the violations. My position is that the current owner of the market was using the tobacco permit without my authorization, and that I should not be held responsible for violations arising from that unauthorized use.

The Department's September 17 correspondence itself records that I had stated that the current business owner was using the permit without permission and that the current business owner was responsible for the violations. I dispute responsibility for conduct that I did not authorize.

VIII. SUPPORTING RECORD

I am submitting supporting documents with this request so the Board can review the timeline and circumstances directly. The record includes the complete August 11, 2026 Director's Hearing Order; the August 27, 2026 Inspection Report; the August 28 email documenting actual receipt; subsequent communications with the Department; the September 17, 2026 Department response; and the Board's instructions concerning the Jurisdiction Request.

IX. WHY THE BOARD SHOULD GRANT LATE JURISDICTION

I respectfully submit that the record provides a reasonable basis for the Board to find that the City inadvertently contributed to the late filing. The Department's own records document hard-copy delivery to the establishment on August 27, followed by my actual receipt on August 28. By that time, the ordinary fifteen-day period associated with the August 11 Order had already become an issue.

I did not intentionally waive my right to appeal. I did not ignore the Department's action after receiving the actual Order. Instead, I contacted DPH on August 28, followed up on September 1, September 3, and September 4, requested that the Order be reissued, and, after DPH refused on September 17, contacted the Board to determine the proper procedure for seeking late jurisdiction.

X. REQUEST FOR JURISDICTION

For the reasons stated above, I respectfully request that the San Francisco Board of Appeals grant my Jurisdiction Request and permit me to file a late appeal concerning Tobacco Sales Permit No. T-76915.

I respectfully ask the Board to consider the complete record, including the August 11 Order, the August 27 Inspection Report, my August 28 contemporaneous email documenting actual receipt, the subsequent communications with DPH, and the Department's September 17 response. Taken together,

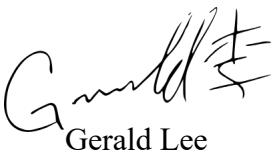
these records show that I did not knowingly or intentionally abandon my right to appeal and that I took steps to pursue review once the matter came to my attention.

I am not asking the Board to decide the underlying appeal through this Jurisdiction Request. I am asking for the opportunity to file that appeal so that the issues concerning the permit, responsibility for the alleged violations, and the unauthorized use of the permit can be heard on their merits.

I understand that, under the Board's instructions, a grant of late jurisdiction requires four of the five Board members to vote in favor. I further understand that, if jurisdiction is granted, I will have five days from the Board's decision to file the actual appeal. I am prepared to comply with that requirement.

I respectfully ask the Board to grant this request and allow the appeal to proceed.

Respectfully submitted,



Gerald Lee

Permit Holder, Tobacco Sales Permit No. T-76915

Lee RC Gas

376 Castro Street, San Francisco, CA 94114

EXHIBIT A: Director's Hearing Order – Tobacco Permit #T-76915

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Director's Hearing Order

Location Address	Block/Lot	Facility Name (DBA)		
376 Castro St. San Francisco, CA 94114	2623/006	Lee RC Gas		
Property Owner		Phone	Email	
NASIR JAVAID & DEJAUNA ELAINE JOSEPH REV		(619) 735-4190	alshowthabi2009@gmail.com	
Responsible Party or Parties	Attended Hearing?	Hearing Date	Program Code	Case Number
Gerald Lee	☐Yes ☐No	WAIVED	SMK	WAIVED

CODE SECTION(S) and DESCRIPTIONS

1. Section 19H.3. Requirement For Tobacco Sales Permit. 2. Section 19H.9. Enforcement And Inspection. 3. Section 19H.19. Time Period of Suspension of Permit; Permit Revocation. 4. SEC. 19H.20. ADMINISTRATIVE PENALTY.

HEARING OFFICER DETERMINATIONS:
After a full and fair consideration of the evidence and testimony received at the hearing on the above date, THE DIRECTOR FINDS AND DETERMINES THE FOLLOWING:

That notice of the hearing has been duly given as required by law, and
That your presence at the hearing is correctly designated above, and
That the findings stated in the Inspection Report(s) are true, and

1. That you immediately remove all tobacco products including flavored tobacco from the Establishment and discontinue sales of these products in the future.

2. That you shall cease the sales and distribution of all tobacco products during the remainder of your suspension period.

3.That you should ensure that SFDPH inspectors have access to the store are permitted to inspect the establishment display and storage of tobacco and nicotine products in all areas of the establishment.

4. As authorized by SFHC, Article 19H, Section 19H.20, you shall pay an administrative penalty in the total amount of two thousand five hundred dollars ($2500); two thousand dollars ($2,000.00) for the outstanding unpaid administrative penalty decreed in in the December 15, 2025 DHO; and five hundred dollars ($500) for the first violation of 19H.3, operating without a valid tobacco permit on April 18, 2026.

This Hearing Order continues on the next page.

IMPORTANT: Can you read this document? If not, we can have somebody help you read it. For free help, please call Department of Public Health at 415-252-3800.

请注意： 你是否理解信件的全部内容？如有任何问题,我们提供免费翻译服务,请致电三藩市公共卫生局 **415-252-3800.**

¿Puede leer este documento? Sí no puede, alguien lo puede ayudar. Para obtener ayuda gratis llame al Departamento de Salud Pública al (415) 252-3800.

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Director's Hearing Order (continued -- Page of)

Responsible Party or Parties	Attended Hearing?	Hearing Date	Program Code	Case Number
Gerald Lee	☐ Yes ☐ No	WAIVED	SMK	WAIVED
Permit Number (if blank, this hearing did not involve a permit)	**Permit Decision**	**Reinspection Fee Applies?**		**Reinspection Fee:**
T-76915	N/A	☐ Yes as authorized by _____ ☐ No		

5. That, as stated in the December 15, 2025, Hearing Order and as authorized by SFHC, Section 19H.19 and the San Francisco Tobacco Sales Rules and Regulations, future or subsequent violation within 24 months of September 23, 2025, may result in revocation of your Tobacco Sales Permit #T-76915 as stipulated in number 7 of said DHO.

6. That, as authorized by SFHC section 19H.19 and the San Francisco Tobacco Sales Rules and Regulations, your tobacco Sales Permit # T-76915 shall be revoked for the repeat violation of SFHC Article 19 that occurred within 24 months of the prior violation and as stipulated in your December 15, 2025, Director's Hearing Order (DHO).

7. You, as the Owner of the establishment has the right to request a hearing by submitting the attached Director's Hearing Waiver or Request Form within 15 days from the date this Notice is received. If no request for a hearing is filed with the Director within the appropriate period, the right to request a hearing shall be deemed waived, and the Director's determination shall become final and effective on the 15th day from the date this Notice was received.

Should you have any questions, please contact:

Inspector Name:	Inspector Phone	Inspector Email
MaryJoanne Freitas	(415) 252-3850	mary.freitas@sfdph.org

The aforementioned is a true copy of the orders issued in the name of the Director of Public Health in the City and County of San Francisco,

Hearing Officer	Hearing Officer Signature	Date
Traci Lawrence	Traci Lawrence	8.10.26

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Director's Hearing Order (continued -- Page of)

Responsible Party or Parties	Attended Hearing?	Hearing Date	Program Code	Case Number
Gerald Lee	☐ Yes ☐ No	WAIVED	SMK	WAIVED
Permit Number (if blank, this hearing did not involve a permit)	**Permit Decision**	**Reinspection Fee Applies?**		**Reinspection Fee:**
T-76915	N/A	☐ Yes as authorized by _____ ☐ No		

And Further, if checked, the following conditions are included in this order:

REINSPECTION FEE
That the Responsible Party named above pay the reinspection fee as authorized and shown above.

NUISANCE ABATEMENT
Failure to abate and remove the nuisance may result in the abatement of the nuisance by the Department of Public Health and the Property Owner shall become indebted to the City and County of San Francisco for the costs, charges, and fees incurred by reason of the abatement and removal of such nuisance upon demand.

COST RECOVERY
In accordance with the San Francisco Health Code, the Property Owner shall be indebted to the City and County of San Francisco for costs incurred in abating the effects of the violation, taking other remedial action, or imposing and collecting penalties, including but not limited to administrative costs, costs of issuing an order, inspection or monitoring costs, hearing officer costs, and reasonable attorney fees if sought by the Director in the Notice of Hearing. In any proceedings in which the Director seeks to recover attorney's fees, the prevailing party shall be entitled to reasonable attorney's fees. Failure to pay such costs, charges, and fees may result in a lien against the property.

✓ **APPEAL PROCESS** if the case involves a Health Permit:
Within 15 days of receipt of this letter, you have the right to appeal this decision regarding your permit to the Board of Appeals. Appeals may be filed with the San Francisco Board of Appeals within 15 calendar days of the date of this notice. Appeals may be filed in-person (by appointment only), by phone ((628) 652-1150) or email (boardofappeals@sfgov.org). The Board's Office is located at 49 South Van Ness Avenue, Suite 1475. More information can be found on the Board's website at: https://sf.gov/file-appeal-permit-or-decision.

APPEAL PROCESS if the case involves a non-permitted facility and/or a penalty:
This Order is final and you may have the right to petition the Superior Court of San Francisco for judicial review or appropriate relief pursuant to Section 1094.6 of the California Code of Civil Procedures. The filing of a petition with the Superior Court shall not automatically stay the effectiveness of this Order or extend the time period in which you have to abate the violation

DPH USE ONLY

Decision Entry Date: 8/11/2026 Hearing Coordinator: AB
Initial

Should you have any questions, please contact:

Inspector Name:	Inspector Phone	Inspector Email
MaryJoanne Freitas	(415) 252-3850	mary.freitas@sfdph.org

The aforementioned is a true copy of the orders issued in the name of the Director of Public Health in the City and County of San Francisco,

Hearing Officer	Hearing Officer Signature	Date
Traci Lawrence	Traci Lawrence	8.10.26

EXHIBIT B: August 27, 2026 Inspection Report / Site Visit

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH
49 South Van Ness Ave., Suite 600
San Francisco, CA 94103

Inspection Report

Facility Address: 376 CASTRO ST SAN FRANCISCO CA 94114	**Inspection Date:** 08/27/2026
Business Name: Lee RC Gas	**Reinspection Date:**
Owner Name(s): LEE GERALD	**Inspection Type:** Site Visit
Class or Type: H31R - TOBACCO SALES - ANNUAL LICENSE FEE	**Phone:** (619) 735-4190

NOTES
Site visit to enforce compliance of DHO issued to Establishment on 8/11/2026 via e-mail (to alshowthabi2009@gmail.com & glee006@gmail.com) and certified mail (undeliverable and returned to sender). DHO declared Tobacco Sales Permit #T-76915 as REVOKED following illegal tobacco sales during a suspension. Establishment was ordered to remove all tobacco products from premises and to discontinue future tobacco sales. Establishment was also ordered to pay $2,500 administrative penalty fee and invoice #58271 due on 09/10/2026 was generated.

- Hard copy of DHO and invoice dropped off to PIC during Site Visit.
- SFDPH assisted PIC to remove all tobacco products on display, and PIC removed them from premises. SFDPH verified no more tobacco products on display.
- PUN form to be issued to BO in order for Establishment's tobacco permit to be closed.
- Establishment was also informed to no longer display tobacco permit.

Inspector: Grace Kibe	Inspector Signature:
Phone: (415) 252-3817	Received By: Omar

EXHIBIT C: Email Correspondence Regarding Request to Reissue Director's Hearing Order

Request to Reissue Director's Hearing Order T-76915

Inbox

me Aug 29
to grace.kibe, Gerald

Dear Ms. Kibe,

I hope you are doing well.

We just received the **actual copy of the Director's Hearing Order today, August 28, 2026**. We would like to appeal the decision, but we understand that the 15-day appeal period has already passed.

Since we only received the actual copy today, we were hoping to ask if it would be possible to **reissue the Director's Hearing Order so that we can start the appeal process.**

We would greatly appreciate your help and guidance on how we can proceed.

Thank you very much for your time and assistance.

Best regards,
Cristine

Kibe, Grace (DPH) Sep 1
to me, Gerald, alshowthabi2009@gmail.c...

Dear Cristine,

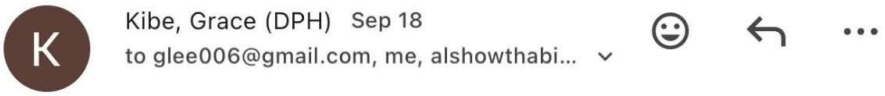
Thank you for reaching out - I am confirming receipt of your request to reissue your Director's Hearing Order.
Our team is currently reviewing your case and will reach out to you with a decision.
I have copied the Property Owner at your Establishment per their request.

Kind regards,

Grace Kibe
Environmental Health Specialist Trainee

Retail Tobacco and Smoking Program
Environmental Health Branch
Population Health Division
San Francisco Department of Public Health
49 South Van Ness, Suite 600
San Francisco, CA 94103

EXHIBIT D: DPH Subsequent Decision / Refusal to Reissue the Director's Hearing Order



Dear Gerald Lee,

I hope this email finds you well.

I am writing on behalf of SFDPH in response to your request for the re-issuance of the 8/11/2026 Director's Hearing Order. After a thorough review, the Department has confirmed that all required procedures were properly followed and that the Order was correctly delivered to you via both email and certified mail. For this reason, we have come to the decision that we will **not** be re-issuing the Hearing Order as requested and will be upholding the 8/27/2026 Revocation of Tobacco Permit #T-76915 under Permit Holder "Gerald Lee". equest

As discussed during our phone call this morning (9/17/2026), the Department granted you the opportunity to voluntarily close out your tobacco permit. You indicated that the current business owner has been using your permit without your permission and is responsible for the violations and resulting enforcement actions. Closing your permit would have removed your liability for the violations incurred, without resulting in the revocation of your permit. As you have declined that option, we will be enforcing the 8/11/2026 Hearing Order as initially provided on 8/27/2026. We will proceed with posting the required revocation notice at the establishment immediately. Please note that any future tobacco sales at this location will be deemed a public nuisance with future enforcement actions to be taken against both the unpermitted business owner and the property owners (copied on this email).

Please do not hesitate to reach out in case of any inquiries.

Kind regards,

Grace Kibe

Environmental Health Specialist Trainee

Retail Tobacco and Smoking Program
Environmental Health Branch
Population Health Division
San Francisco Department of Public Health
49 South Van Ness, Suite 600

Lamarre, Julie (BOA) Sep 19
to me, BoardofAppeals, Gerald

Hi Christine: Please send me a copy of DPH's decision.

At the time a Jurisdiction Request is filed, a statement must be submitted explaining why the appeal was not filed on time and also briefly outlining the merits of the case. This statement can be up to six (6) double-spaced pages in length with unlimited exhibits. It must be double-spaced with a minimum 12-point font. You may have unlimited exhibits. An electronic copy of this statement must be submitted to the Board office along with a copy of the permit or other departmental action for which an appeal is being sought.

The Board may grant late jurisdiction only upon a showing by the requestor that the City intentionally or inadvertently caused the requestor to be late in filing the appeal. If a Jurisdiction Request is granted (needs 4 out of 5 votes), the requestor will have five (5) days from the date of the Board's decision to file an appeal. (See, Rules of the Board of Appeals, Article V, Section 10).

The cost to file a jurisdiction request is $150. At the hearing, each party will have 3 minutes to address the Board and no rebuttal.

Please give me a call for more information about the hearing process.

Regards,

BRIEF SUBMITTED BY RESPONDENT DEPARTMENT

Docusign Envelope ID: 9645DD40-4596-8798-81A3-FF3D9A52D0B4

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Daniel L Lurie, Mayor
Daniel Tsai, Director of Health
Jennifer Callewaert, MS, REHS
Director of Environmental Health

San Francisco Board of Appeals
49 South Van Ness Ave. Suite 1475
San Francisco, CA 94103

October 9, 2026

Jurisdiction Request No. 26-3 @ 376 Castro Street

Respondent Department of Public Health's Statement of Non-Opposition to Jurisdiction Request

Respondent Department of Public Health ("DPH") submits this statement of non-opposition to Jurisdiction Request No. 26-3. Under Section V.10 of the Rules of the Board of Appeals, the Board lacks jurisdiction over a matter after the appeal period has expired, except "where the Board finds that the City intentionally or inadvertently caused the requestor to be late in filing the appeal." Mr. Lee does not claim that DPH *intentionally* caused him to be late in filing the appeal, and DPH does not concede that Mr. Lee has made a showing to support a finding that DPH *inadvertently* caused him to be late. Nevertheless, DPH does not oppose the present Jurisdiction Request.

Respectfully,

Signed by:
Michelle Vega
B80CB7ECBF2B4FC...

Michelle Vega
Principal Environmental Health Inspector
SFDPH – Retail Tobacco, Massage, and Consumer Protection Program

Certificate Of Completion

Envelope Id: 9645DD40-4596-8798-81A3-FF3D9A52D0B4
Status: Completed
Subject: Complete with Docusign: 10.09.26_BOA Letter.docx
Source Envelope:
Document Pages: 1
Signatures: 1
Certificate Pages: 2
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Mary Joanne Freitas
25 Van Ness Ave
Ste 500
San Francisco, CA 94102
mary.freitas@sfdph.org
IP Address: 192.251.109.39

Record Tracking

Status: Original
10/9/2026 1:59:32 PM
Holder: Mary Joanne Freitas
mary.freitas@sfdph.org
Location: DocuSign

Signer Events	Signature	Timestamp
Michelle Vega michelle.delacruz@sfdph.org 6124/Principal Environmental Health Inspector Population Health Division Security Level: Email, Account Authentication (None), Login with SSO **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Signed by:  B80CB7ECDF2D47C... Signature Adoption: Pre-selected Style Using IP Address: 71.150.130.236 Signed using mobile	Sent: 10/9/2026 2:03:27 PM Viewed: 10/9/2026 2:06:45 PM Signed: 10/9/2026 2:06:57 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Mary Joanne Freitas mary.freitas@sfdph.org 6122 Senior Environmental Health Inspector Population Health Division Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/9/2026 2:03:28 PM Resent: 10/9/2026 2:06:59 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/9/2026 2:03:28 PM
Certified Delivered	Security Checked	10/9/2026 2:06:45 PM
Signing Complete	Security Checked	10/9/2026 2:06:57 PM
Completed	Security Checked	10/9/2026 2:06:57 PM

Payment Events	Status	Timestamps