



COMMUNICATIONS SITE REQUIREMENTS

*For Use Within the Cities of Los Altos Hills, Monte Sereno, Saratoga,
and in Unincorporated Areas of Santa Clara County*

This document has been prepared to assist owners/operators of communications sites with hazardous materials compliance. If you have any questions regarding this information, please contact the Department of Environmental Health, Hazardous Materials Compliance Division (HMCD) at (408) 918-3400 and ask to speak to the HMCD Phone Duty Officer.

A. What are Hazardous Materials?

Hazardous Materials include, but are not limited to:

- Fuels (e.g. diesel, propane);
- Battery Electrolyte (liquid or gel type);
- Compressed gases;
- Materials classified as hazardous by the U.S. Department of Transportation; Uniform Fire Code; or any other federal, state, or local legal authority.

B. Hazardous Materials Disclosure

All facilities that use or store hazardous materials in any quantity are required by local ordinance to report such use or storage to HMCD. The amount of detail required to be reported depends on whether or not a facility is subject to State Hazardous Materials Business Plan (HMBP) reporting requirements. Facilities that handle any individual hazardous material in an amount equal to or greater than 55 gallons (liquids), 500 pounds (solids), or 200 standard cubic feet (gases), must complete and submit to HMCD a completed HMBP. All other facilities handling hazardous materials, unless specifically exempted by HMCD, must complete and submit a Hazardous Materials Registration Form. Registration forms and HMBP forms are available on the Internet at www.EHinfo.org/hazmat.

Please note the following:

- Include in your submittal any in-house site identification numbers (e.g. cell site number) you may use so that correspondence and/or permits will clearly identify the site.
- If the site is remote or has no specific street address, include an area map that clearly shows access roads/driveways, gates, and site location with respect to nearby roads, buildings, or landmarks.
- When reporting battery electrolyte quantity, you must report the total volume of electrolyte, not merely the sulfuric acid component.

If all of the following conditions are met, facilities with an approved HMBP or Registration Form on file with HMCD will be exempt from requirements for annual submittal of a Hazardous Materials Business Plan Certification form. The site must:

- Be an unstaffed remote facility located in an isolated sparsely populated area;
- Handle no more than:
 - a. 500 gallons of combustible liquid fuel (e.g. diesel);
 - b. 1,200 gallons of flammable gas fuel (e.g. propane);
 - c. 200 gallons of corrosive battery electrolytes (liquid or gel type);
 - d. 500 standard cubic feet of compressed inert gases (e.g. nitrogen); or
 - e. 500 gallons of lubricating and/or hydraulic fluids.
- Be secured and inaccessible to the public.
- Be marked in accordance with California Fire Code signage requirements.

C. Monitoring

All hazardous materials storage areas must be monitored to prevent unauthorized releases and potential intermingling of incompatible materials. Monitoring may be either visual or electronic. If visual monitoring can not consistently be performed and documented at least once each month, electronic monitoring will be required.* For such sites, means (e.g. modem or radio link) must be provided to transmit alarms to a staffed facility able to initiate corrective actions. A written Aboveground Separation, Containment, and Monitoring Plan must be submitted to HMCD along with the Registration form or HMBP submittal. The monitoring plan form is available on the Internet at www.EHinfo.org/hazmat. *Electronic monitoring is not required for gel-type batteries or propane storage.

D. Permits and Fees

The County's Hazardous Materials Storage Ordinance requires the following permits:

Hazardous Materials Storage Permit - Fees are based on the number of HMBP-reportable chemicals or a flat rate for Registration Form sites. The Registration form or HMBP serves as a permit application;

Permit to Construct/Modify/Close a Facility - Please refer to the following documents available at www.EHinfo.org/hazmat:

- Hazardous Materials Clearance Requirements;
- Plan Submittal Requirements for Hazardous Materials Systems;
- Closure Guidelines for Aboveground Hazardous Materials Storage Facilities.

Hazardous materials plan check approval is required prior to constructing or modifying hazardous materials storage or handling systems. Sites at which a diesel emergency or standby generator system will be installed must undergo a New Aboveground Facility or Equipment HazMat plan check review. Small sites without diesel generators must undergo a New Aboveground Communication Site HazMat plan check review.

Fees may be paid electronically (by credit card or electronic check) at our front counter. Fees are posted on the Internet at www.EHinfo.org/hazmat.