



## **COMMUNICATIONS SITE REQUIREMENTS**

*For Use Within the Cities of Los Altos, 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 (Business Plan) 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 Business Plan. All other facilities handling hazardous materials, unless specifically exempted by HMCD, must complete and submit a Hazardous Material/Waste Registration Form. Registration forms and Business Plan forms are available on the Internet at [www.unidocs.org](http://www.unidocs.org).

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 Business Plan 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 Business Plan submittal. The monitoring plan form is available on the Internet at [www.unidocs.org](http://www.unidocs.org). If underground storage tanks (UST) are present at the site, a written UST Monitoring Plan and UST Response Plan must be submitted.

\* Electronic monitoring is not required for gel-type batteries or propane storage.

### D. Permits

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

**Hazardous Materials Storage Permit** - Required for each hazard class (e.g. flammable/combustible liquids, corrosives) of material handled at the site. Fees, if any, are based on aggregate quantities handled. The Registration form or Business Plan serves as a permit application;

**Permit to Construct/Modify/Close a Facility** - Please refer to the following documents:

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

In the case of wireless communications site construction/modification, a site evaluation will be required. In such cases, you must pay an hourly rate (2-hour minimum) to cover HMCD staff time. Please contact HMCD for current rates.