



How to Prepare for an Ohio EPA Inspection



How to Prepare for an Ohio EPA Inspection

- ★ General inspection process
- ★ Ohio EPA program-specific issues
- ★ Preparing for an inspection



General Inspection Process

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Pollution Prevention



Ohio EPA District Offices

There are a number of different divisions in each district office, each with its own inspection staff.

- ★ Surface Water
- ★ Drinking & Ground Water
- ★ Hazardous Waste
- ★ Solid & Infectious Waste
- ★ Air Pollution Control
- ★ Emergency & Remedial Response

A business may be inspected by different divisions/inspectors during the year.



Ohio EPA's Legal Authority

- ★ Ohio law gives Ohio EPA the authority to conduct inspections
- ★ Ohio Revised Code References
 - ★ 6111.05
 - ★ 6109.34
 - ★ 3734.07
 - ★ 3714.05
 - ★ 3704.03



How Are Inspections Selected?

- ★ Annual inspections (USEPA grant commitments)
 - ★ permitted facilities
 - ★ commercial hazardous waste facilities
 - ★ large quantity generators of hazardous waste
- ★ Complaint investigations
- ★ Special inspection initiatives
 - ★ dry cleaners
 - ★ companies near drinking water sources
 - ★ auto salvage yards



Pre-Inspection Process

An Ohio EPA inspector prepares for an inspection by:

- ★ Reviewing existing files in the division.
- ★ Talking with others in the division who inspected the company in the past.
- ★ Talking with Ohio EPA inspectors in other divisions to find out more about the company.



What Happens During an Inspection?

- ★ Site entry/opening meeting
- ★ Facility walk through
- ★ Records review
- ★ Exit meeting



Site Entry and Opening Meeting

- ★ Inspector will present identification and explain the purpose of the inspection.
- ★ Inspector will want to discuss facility's operations.
- ★ Inspector will identify the records that will be reviewed.

Don't be surprised if the inspector arrives unannounced, most inspections are unannounced.

Facility Walk Through

The inspector will walk through areas of the facility related to environmental compliance:

- ★ Process areas, control areas
- ★ Wastewater units, discharge points
- ★ Air emission sources, discharge points
- ★ Waste management areas
- ★ Outside areas

The inspector may take photographs or samples during the inspection.

Records Review

The inspector will look at records that relate to environmental compliance:

- ★ Permits, monitoring reports, data
- ★ Operating records
- ★ Inspection and training records
- ★ Waste shipping papers
- ★ Waste evaluation information
- ★ Contingency plans

The inspector may ask to copy some records.



Closing Meeting

The inspector will hold a closing meeting to cover:

- ★ Findings of the inspection
- ★ Action items for company
- ★ Post-inspection procedures



The inspector may not be able to summarize all the findings. Further review of issues may be needed.

Following the Inspection

The company will receive a written report after the inspection.



Compliance Letter

- ★ Means the company is meeting the requirements reviewed during the inspection.
This does not mean compliance with all Ohio EPA regulations.

Following the Inspection

The company will receive a written report after the inspection.

Notice of Violation (NOV)

- ★ Description of violations
- ★ What company needs to do to correct violations
- ★ A timeframe to correct the violations

Inspection checklist may be included with report.



Air Pollution



Rick Carleski

Office of Compliance Assistance
and Pollution Prevention

Air Pollution Inspection

Presentation Outline

- ★ Three things an Ohio EPA air inspector does
- ★ What requires an air permit
- ★ Common violations



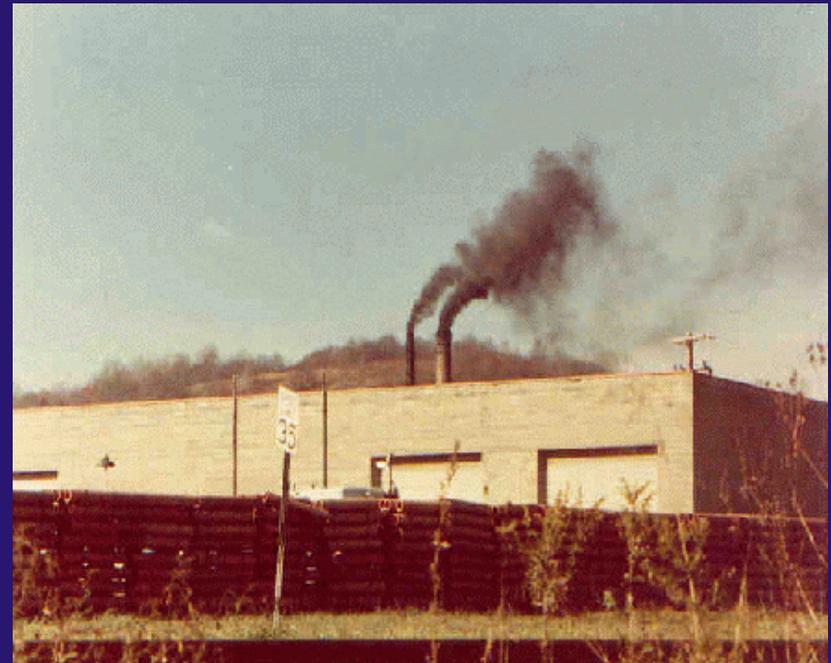


Visible emissions of dust from building

3 Basic Things an Air Pollution Inspector Does

- ★ Checks for visible emissions & off-property odors
- ★ Checks records required by air permits
- ★ Checks to see if everything that needs an air permit has one





Visible stack emissions

Permit Requirements

Part I: General Terms and Conditions - same for all

Part II: Special Terms and Conditions - different for each permit

- ★ Part II specifies record keeping of materials usage, operating requirements, control equipment or testing requirements.
- ★ Part II specifies what reports are to be submitted.
- ★ Most violations found concern Part II requirements.

Air Permits

Permit to Install

OhioEPA STATE OF OHIO ENVIRONMENTAL PROTECTION AGENCY

Permit To Install	Issue Date: 8/2/2005
Terms and Conditions	Effective Date: 8/2/2005

FINAL PERMIT TO INSTALL 01-01294

Application Number: 01-01294
Facility ID: 0165010107
Permit Fee: \$200
Name of Facility: DuPont Teijin Films
Person to Contact: James Riley
Address: 1175 DuPont Road
Circleville, OH 43113

Location of proposed air contaminant source(s) [emissions unit(s)]:
**1175 DuPont Road
Circleville, Ohio**

Description of proposed emissions unit(s):
film extrusion, forming, treating, and coating line with Dowtherm condenser, baghouses and cyclones (modification to PTI 01-08945, issued April 5, 2005).

The above named entity is hereby granted a Permit to Install for the above described emissions unit(s) pursuant to Chapter 3745-31 of the Ohio Administrative Code. Issuance of this permit does not constitute expressed or implied approval or agreement that, if constructed or modified in accordance with the plans included in the application, the above described emissions unit(s) of environmental pollutants will operate in compliance with applicable State and Federal laws and regulations, and does not constitute expressed or implied assurance that if constructed or modified in accordance with those plans and specifications, the above described emissions unit(s) of pollutants will be granted the necessary permits to operate (air) or NPDES permits as applicable.

This permit is granted subject to the conditions attached hereto.

Ohio Environmental Protection Agency

Director

Permit to Operate

OhioEPA
State of Ohio Environmental Protection Agency

Final Permit To Operate An Emissions Unit

Effective Date: 07/27/05
Expiration Date: 07/27/10

This document constitutes issuance to:

Facility ID: 16-77-01-0903
Holland Oil Company #37
635 N. Main Street
Akron, OH 44310

of a permit to operate for:

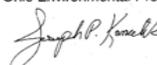
G001 (GDF)
Gasoline dispensing with Stage I & II vapor control.

You will be contacted six months prior to the expiration date regarding the renewal of this permit. If you are not contacted, please contact the appropriate Ohio EPA District Office or local air agency identified below. This permit and the authorization to operate the air contaminant source (emissions unit) at this facility shall expire at midnight on the expiration date shown above. If a renewal permit is not issued prior to the expiration date, the permittee may continue to operate pursuant to OAC Chapter 3745-35 and in accordance with the terms of this permit beyond the expiration date, provided that a complete renewal application is submitted no earlier than eighteen (18) months and no later than one-hundred eighty (180) days prior to the expiration date.

Described below is the Ohio EPA District Office or local air agency that is responsible for processing and administering your permit:

Akron Air Pollution Control
146 South High Street, Room 904
Akron, OH 44308
(330) 375-2480

This permit is granted subject to the conditions attached hereto.

Ohio Environmental Protection Agency

Joseph P. Koncelik
Director

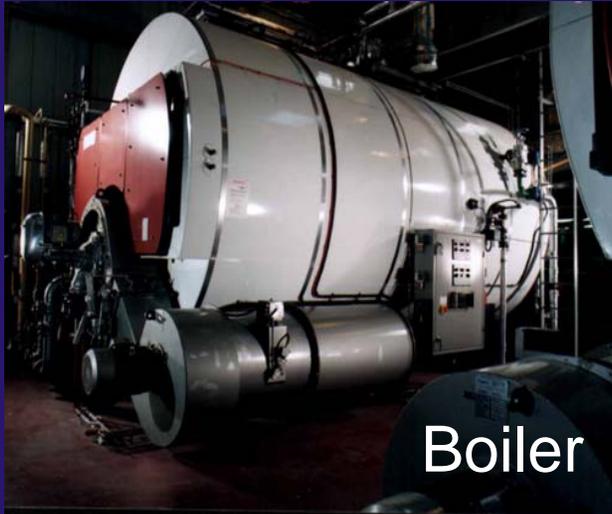
What Needs an Air Permit?

4 Rules of Thumb:

- ★ Something with a stack, vent, or dust collector
- ★ Something that uses solvents, paints, inks, or adhesives
- ★ Something that burns fuel
- ★ Something that causes smoke, dust or odors



Common Things Needing Air Permits



Boiler



Printing press



Paint booth



Dry cleaner



Stone crushing

Does Everything Need an Air Permit?

NO – some are exempt

- ★ **Permanent exemptions** (OAC 3745-31-03)

List of 45+ types of equipment and processes that do not need an air permit.

- ★ **Permit-by-rule option** (OAC 3745-31-03(A)(4))

exempts 11 types of operations and facilities if they meet qualifying criteria and operating limits.

Does Everything Need an Air Permit? (cont.)

- ★ “De minimis” source exemption

(OAC 3745-15-05)

- ★ Emits less than 10 lbs/day of air pollutants, and
- ★ Less than 2000 lbs/yr of hazardous air pollutants
- ★ Can't be subject to federal rules
- ★ Requires emission calculations



Air Permit Self-Assessment

- ★ Tour your plant to identify all air pollution sources using the 4 rules of thumb.
- ★ Determine what operations fit the permanent exemptions.
- ★ Determine if remaining operations can be de minimis by doing emission calculation.
- ★ Assume remaining sources need a permit.



Common Air Quality Violations

- ★ Installing and operating equipment without obtaining proper permits
- ★ Not maintaining records required by permits
- ★ Exceeding permit limits
- ★ Not maintaining air pollution control equipment



About Open Burning.....



About Open Burning.....

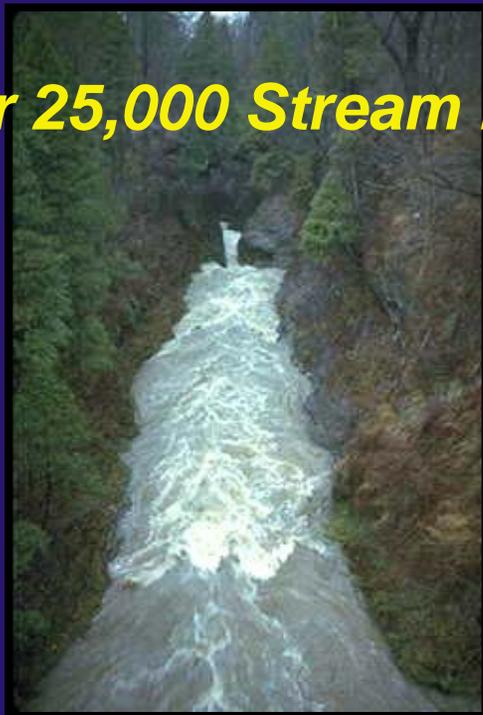
- ★ Cannot burn waste as means of disposal:
 - ★ materials containing rubber, grease, or asphalt, or made from petroleum (tires, plastics, insulated wire, etc.), garbage, and dead animals.
- ★ Can be burned with permission:
 - ★ ceremonial or fire training fires
 - ★ wilderness/wildlife management fires
 - ★ landscape & agricultural wastes (outside of restricted areas only)
- ★ Call local Ohio EPA office with questions

Wastewater

Jeff Lewis
Ohio EPA
Division of Surface Water



Over 25,000 Stream Miles



Lake Erie



Over 50,000 Lakes



Ohio River

Wastewater Discussion Outline

- ★ Processes that may require permits
- ★ Ohio EPA inspection approach
- ★ Common wastewater violations
- ★ Steps to prepare for an inspection



Some Examples

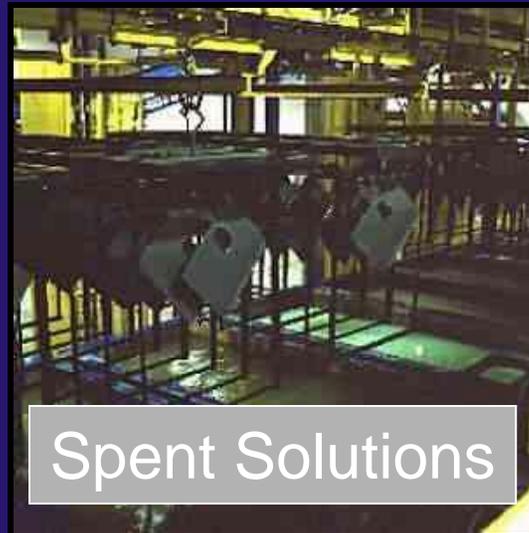
Sanitary/Restrooms



Equipment Cleaning



Spent Solutions



Cooling Water



Rinsewaters



Some Examples



Types of Businesses

- ★ Metal Finishing
- ★ Printing
- ★ Electronics
- ★ Pulp & Paper
- ★ Metal Fabrication
- ★ Animal Feeding
- ★ Chemical Formulation
- ★ Food Processing
- ★ Metal Casting
- ★ Painting and Coating
- ★ Equipment Servicing
- ★ Building Products



Ohio EPA Wastewater Permits

- ★ Indirect Discharge Permit (Industrial User)
Discharge to Publicly-Owned Treatment Works
- ★ National Pollutant Discharge Elimination System Permit (NPDES)
Discharge to Surface Waters
- ★ Storm Water Permit
- ★ Permit-to-Install (PTI)



Ohio EPA Wastewater Inspection Approach

- ★ Expect a process-based survey
- ★ Focus on material use, water use, wastewater generation
- ★ Check and review drains, sanitary and storm sewer lines, site drainage and outfalls
- ★ Also review ancillary operations (e.g. material handling, maintenance)



Ohio EPA Wastewater Inspection Approach

- ★ Review operation of facility equipment and on-site wastewater treatment devices or systems
- ★ Examine permit records (e.g. mgt. plans and sample results)
- ★ Identify any cross-media issues
- ★ May set-up a compliance sampling event



What to Expect From An Ohio EPA Wastewater Sampling Event

- ★ Sampling of permit pollutants and/or pollutants of concern
- ★ 24-hour composite sampling
- ★ Grab samples
- ★ Offer to split samples
- ★ Sample results typically within 30 – 60 days



Common Wastewater Violations

- ★ Unauthorized indirect or direct wastewater discharges without a permit
- ★ Discharging process wastewater to a septic system, dry well, cesspool or other “injection well”
- ★ Installing new wastewater treatment equipment without a PTI
- ★ Failure to apply for and obtain a storm water permit



Common Wastewater Violations

- ★ Failure to provide periodic sample results
- ★ Failure to provide notification for exceeding permit limits
- ★ Failure to ensure proper sampling (preservation, type, method, records)
- ★ Failure to operate/maintain/calibrate wastewater treatment equipment



Prepared for an Ohio EPA Wastewater Inspection?

- ★ Understand your permit and water use - wastewater generation practices
- ★ Know locations of sewers and drains and where they go
- ★ Demonstrate “best management practices” (BMPs)
- ★ Have records available documenting treatment, management and disposal of waste streams



Some Wastewater Management Options

- ★ Reduce water use
- ★ Remove or plug unnecessary drains and lines
- ★ Off-site haul small volume or infrequent waste streams
- ★ Minimize storm water exposure



Hazardous Waste Inspections

Jim Michnowicz

Division of Hazardous Waste Management





The hazardous waste (RCRA) program was established to prevent situations like this!



And this . . .



And this . . .

Frequently Found Hazardous Waste Violations

- ★ Failure to evaluate all waste streams

Some examples include:

shop rags
paint booth filters
fluorescent bulbs

- ★ Unknown drum(s) of material on-site



Preventing Hazardous Waste Violations

Make sure you have evaluated all your waste streams to see if they are hazardous. DO NOT dispose of waste in your trash dumpster unless you can confirm that it is not hazardous waste.



Preventing Hazardous Waste Violations

To avoid expensive sampling and lab analysis, make sure you don't have any "mystery drums" around your shop. Make sure employees know where hazardous waste goes. Keep waste streams segregated.



Preventing Hazardous Waste Violations

Keep waste evaluation information on file where you can get to it easily. This information may include:

- ★ Material Safety Data Sheets
- ★ Information from a lab or vendor
- ★ Other information





Do you know what is in your drums?



Unknown drums at your business can lead to expensive sampling and laboratory analysis.





The plant manager claimed some of these drums contained product.



Keep product and waste drums separated.

Frequently Found Hazardous Waste Violations

- ★ Failure to label containers with “Hazardous Waste”
- ★ Failure to put accumulation start date on hazardous waste containers
- ★ Failure to keep containers in good condition.



Preventing Hazardous Waste Violations

- ★ Pay attention to length of time containers are being kept on-site.

If SQG, make sure you are not exceeding the 180 or 270 day storage time limit.

- ★ If you have a hazardous waste spill, take quick action to clean it up. And, keep a record in your files on how you addressed or cleaned up the spill.

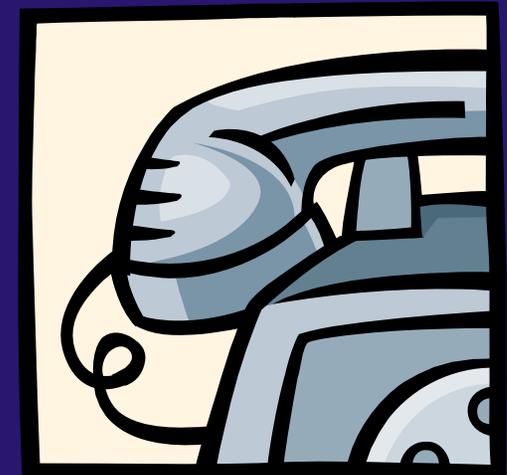




Drum without an accumulation start date.

Frequently Found Hazardous Waste Violations

- ★ Failure to conduct inspections of containers and emergency equipment.
- ★ Failure to post emergency information by phone:
 - ★ Emergency coordinator's name and phone number
 - ★ Emergency equipment location
 - ★ Number of fire department



Preventing Hazardous Waste Violations



Make sure that drums are in good condition and properly labeled as “Hazardous Waste.”



Drum storage areas must have adequate aisle space.
Containers must be in good condition.



Waste material is leaking from these waste drums into a floor drain. Don't let this happen at your business.



Having a well equipped spill cabinet and taking quick action to address spills will save you a costly cleanup.

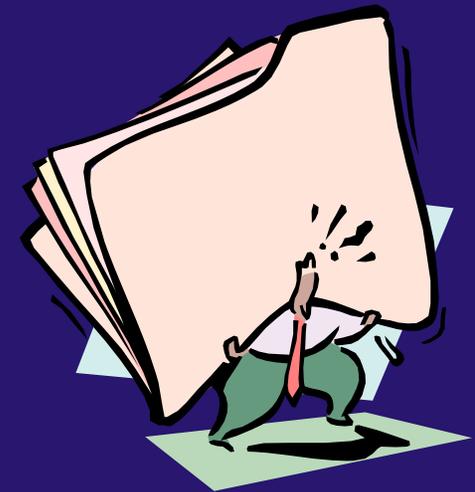
Preventing Hazardous Waste Violations

- ★ Make sure you have completed all your hazardous waste paperwork and that you know where it is:

shipping papers, manifests
inspection logs, etc.

- ★ Ensure paperwork is up-to-date.

**A central file for hazardous waste paperwork
might be helpful.**





The hazardous waste inspection includes a walk around the outside of buildings to make sure waste is not being improperly stored or disposed of.



Be careful about storing hazardous waste drums outside. Spills and leaks can create a big problem.



This company had to pay for an expensive cleanup, because it did not address leaks and spills.



This company had to conduct sampling to determine the extent of their hazardous waste contamination.



Then the company had to remove and properly dispose of the hazardous waste contaminated soil.



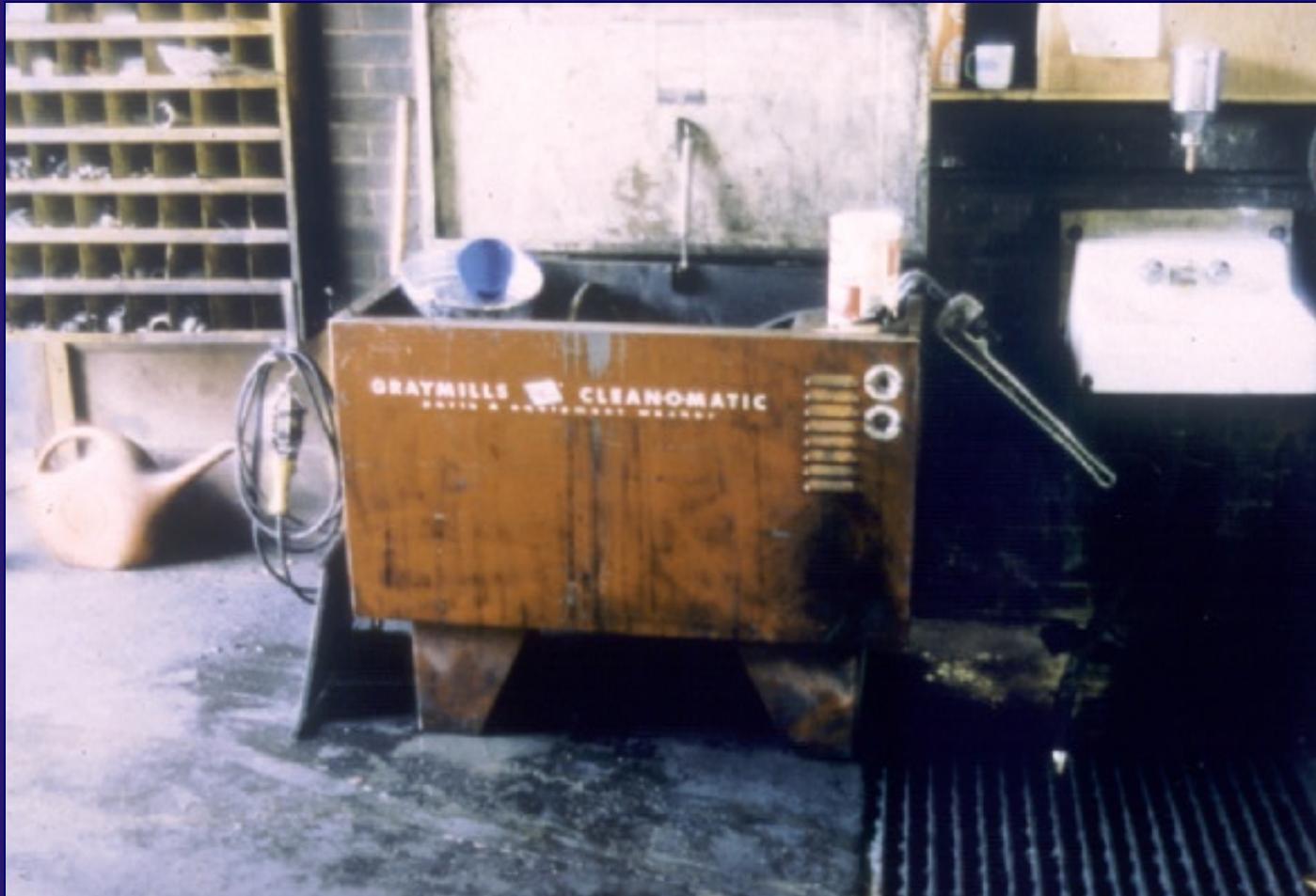
DO NOT dispose
of any hazardous
waste on the
ground at your
business.



Some hazardous waste violations may also be a violation of other regulations such as water or air pollution control requirements. This company was burning shop rags in burn barrel, a waste and air violation.



This company was disposing of waste and oil at the back of the property.



This parts washer is right next to a floor drain which leads directly to a waterway. Discharges can lead to waste and water violations.

What Can You Do to Prepare for an Inspection?

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Pollution Prevention



Before the Inspection

- ★ Know what regulations apply to your business.
- ★ Periodically review your operations to see if you are in compliance.
- ★ Use inspection checklists or other resources to complete a self-audit of your compliance.



Before the Inspection

- ★ Prepare list of permitted units and applicable requirements.
- ★ Review permits and be prepared to show the inspector records required by your permits.
- ★ Keep records and know where they are.



Before the Inspection

Have a plan of action for when an inspector shows up:

- ★ Who will talk to the inspector if you're not there.
- ★ Have a camera that works.
- ★ Know how you will describe your operations to the inspector.



During the Inspection

- ★ Know why the inspection is being done.
- ★ Tell the inspector about safety requirements.
- ★ Answer the inspector's questions. Don't be confrontational. Don't guess or make things up. If you don't have an answer, say so.



After the Inspection

- ★ Keep all inspection letters/reports.
- ★ If you receive a Notice of Violation (NOV), read it and follow-up.
- ★ Respond to the NOV within the time requested. If you need more time to respond, discuss this with the inspector.



Most companies that receive NOVs reach compliance without fines.

After the Inspection

- ★ Contact the inspector if:
 - ★ You have questions about the NOV
 - ★ The facts in the NOV are wrong
 - ★ You don't understand what the you need to do to correct violations
 - ★ You have questions on the enforcement process



After the Inspection

DO NOT

- ★ Ignore or throw away the NOV!
- ★ Wait until the last day to respond to the NOV
- ★ Cut off communication with the inspector -- they are still a technical resource



Enforcement Reminders

- ★ Inspectors cannot issue fines
- ★ Most violations are resolved locally without legal actions or penalties
- ★ Long, progressive process - starts with local office and ends with HQ or Attorney General
- ★ You typically have opportunities to settle

Take steps to avoid enforcement

