

# The Small Business Resource

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## **SBAO Advisory Committee Spotlight**

Important to the success of the SBAO is the feedback that the office gets from its advisory committee. Formed shortly after the office opened in 1996, the voluntary committee provides an important small business perspective to SBAO as it plans and undertakes new activities. The committee, which meets bimonthly, includes representatives from three small businesses, two trade associations and Ohio EPA staff from the Director's Office and Central District Office. Major responsibilities of the committee include:

- peer reviewing draft documents such as the SBAO newsletter;
- providing feedback to the SBAO on its marketing efforts and compliance assistance activities; and
- helping to identify compliance assistance needs within the small business community.

Active members of the committee and some thoughts they have about their involvement with the Small Business Assistance Office are highlighted in this and the next issue of *The Small Business Resource*.

#### **Mr. Stan Ross, Ross Cleaners.**

Mr. Ross brings 35 years of dry-cleaning industry expertise to the committee. He is currently serving as the President of the Central Ohio Cleaners Association. At Ross Cleaners, he oversees the activities of five dry-cleaning locations. Mr. Ross feels that the advisory committee can help

achieve better communication between small businesses and Ohio EPA.

**Mr. Stephen Held, Old Trail Printing.** Mr. Held has been involved with his family printing business for 30 years. "I was excited to be asked to serve on the SBAO Advisory Committee because I believe strongly that there must be a better way for business and the government to work together to solve our environmental problems," Mr. Held said. He also believes that a priority of the office should be to help remove the stigma that compliance means enforcement and expense to business.

**Mr. Joe Stiffler, Stiffler Carstar Collision.** Mr. Stiffler brings 26 years of experience in the auto body repair industry to the committee. He is a member of the Columbus Chamber of Commerce, The Automotive Service Association (ASA) and National Federation of Independent Business. In addition, he is presently state chair of the Inter-Industry Conference on Auto Collision Repair. As a member of the advisory committee he hopes to communicate with the members of ASA and raise their awareness of the environmental requirements. He also wants to help the SBAO in its efforts to provide compliance workshops around Central Ohio. Over the next year, he also hopes to see the advisory committee expand to include representatives from other industry sectors. ☛

## Small Business Resources

### U.S. EPA Environmental Compliance Assistance Centers

Small businesses have frequently said that one of their needs is to have environmental compliance information that is easy-to-understand and specific to their industry. In response to this, U.S. EPA has set up compliance assistance centers for four small business dominated industry sectors. These environmental centers are designed to provide:

- A one-stop shop for businesses to get comprehensive, technical information;
- *Compliance assistance tools*, including "plain-English" guides, checklists and fact sheets to help small businesses understand and comply with the regulations;
- Information on ways of using *pollution prevention* to achieve compliance; and
- Information on technology and best management practices to *reduce the cost of compliance*.

The compliance assistance centers, available for the following industries, can be reached through the Internet or telephone:

National Metal Finishing Resource Center  
<http://www.nmfrc.org/>  
 1-313-995-4911

Printers Compliance Assistance Center  
<http://www.hazard.uiuc.edu/pneac/pneac.html>  
 1-217-333-8942

Automotive Compliance Assistance Center  
<http://www.ccar-greenlink.org/>  
 1-888-GRN-LINK

Agricultural Compliance Assistance Center  
<http://es.inel.gov/oeca/ag/aghmpg.html>  
 1-913-551-7207

For more information about the resources available through these U.S. EPA centers, you can also call Ohio EPA's Small Business Assistance Office at 1-800-329-7518 or 614-728-8573.

### Department of Development One-Stop Business Permit Center

The Ohio Department of Development (DOD) has a one-stop business permit center to help new businesses get started. The center mails free information packages that cover many areas of business start-up, including:

- Business Planning
- Permits, Licensing and Registration
- Tax Requirements
- Employer Information

The typical forms that new businesses need to complete are included in the package. In addition, each package includes a list of agencies/organizations offering further assistance.

Ohio EPA's Small Business Assistance Office (SBAO) offers free technical assistance to small businesses seeking help on environmental requirements. However, if you are a new business looking for assistance in other areas, DOD's One-Stop Business Permit Center may be a helpful resource for you. The One-Stop Business Permit Center can be reached (within Ohio) at 614-466-4232, 1-800-248-4040 or (outside Ohio) at 1-800-484-1300. ☞

## Finance Corner Clean Air Resource Center

Complying with the Clean Air Act Amendments of 1990 can be costly and confusing, especially for small businesses. As part of Ohio's effort to take the sting out of compliance, the Clean Air Resource Center offers free technical and financial assistance. The Center is NOT part of Ohio EPA but works closely with the Agency's

Air Pollution Small Business Assistance Program

to ensure businesses get accurate and up-to-date technical information.

To encourage small businesses to seek assistance, state law requires the Center to protect the confidentiality of all information received from businesses. In addition, no information obtained by the Center can be used in an Ohio EPA enforcement action.

The Center can also provide financial assistance for pollution control, energy efficiency and pollution prevention related projects. Center-financed projects are eligible for substantial tax benefits, including exemption from property tax assessment, as well as sales and use tax for the life of the loan. The Center also has a small grant program to help small businesses in meeting the costs of financing compliance activities. Grants may be used with Center-assisted financing or with independent loans.

For more information, contact the Clean Air Resource Center at 1-800-225-5051 or write the Center's Director/Ombudsman, Mark R. Shanahan at 50 West Broad Street, Room 1901, Columbus, OH 43215. ☞



## Air/Waste Issues

### Burning Used Oil in Space Heaters

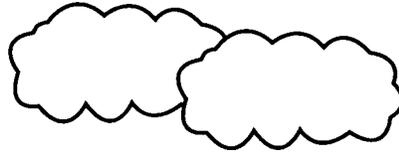
During colder months, service centers, car dealerships, and related businesses help heat their shops by burning used oil in space heaters. Businesses burning used oil in their space heaters must be aware of Ohio EPA's hazardous waste and air pollution requirements.

The hazardous waste requirements that cover used oil are Rules 3745-58-50 to 3745-58-54 of the Ohio Administrative Code (OAC). Rule 3745-58-51(C) states that used oil may be burned in space heaters if the following conditions are being met:

- the space heater is only used to burn oil that is generated at the business or received from a do-it-yourself oil changer who generated it as a household waste;
- the space heater does not exceed a capacity of 500,000 (.5 million) British Thermal Units (BTUs) per hour;
- combustion gases from the unit must be vented to the outside;
- the used oil must not be mixed with any hazardous waste.

Burning used oil in space heaters causes air pollution. The level of air pollution (or emissions) depends on the amount of oil burned. Space heaters having a burner rating of less than 500,000 BTUs per hour cause little air pollution and can qualify for the "de minimis exemption" under OAC Rule 3745-15-05.

Qualifying for the de minimis exemption means that the business does not have to get an Ohio EPA air permit to operate the space heater. If the space heater qualifies for this exemption, the business does not need to provide Ohio EPA's Division of Air Pollution Control with this



information. However, any business burning waste oil should keep a monthly record of the amount burned (in gallons) and the origin of the waste oil (either generated on-site or received from another generator). Records of any lab testing that has been done on the oil or information from the generator should also be kept in file.

The burner rating (BTU capacity) is usually found on the space heater itself or in the manufacturer's literature. Most space heaters on the market are rated less than 500,000 BTU/hr. If the heater's rating is unknown, the manufacturer can be contacted for this information. Heaters that cannot burn more than five gallons of waste oil per hour are also likely to qualify for the de minimis exemption.

Acceptable waste oils for burning in space heaters include: used crankcase oils from automobiles and trucks, used metal working and lubricating oils, 90 W. gear oil, automatic transmission fluid, hydraulic oil, and heat transfer fluids. Burning other types of waste oils may require approval from Ohio EPA's Division of Air Pollution Control (DAPC).

Contact the DAPC, Small Business Assistance Office at 614-644-4830 to obtain a copy of the de minimis exemption or for additional information on the air pollution requirements for space heaters. For more information on the hazardous waste rule, contact the Technical Support Unit in the Division of Hazardous Waste Management at 614-644-2956. ☎

## Air Issues

### Chromium Electroplaters Subject to New Air Emission Standards and Upcoming Compliance Deadlines

In November 1994, the U.S. Environmental Protection Agency issued a national regulation affecting air emissions from all existing and new tanks used for chromium electroplating and anodizing. Compliance due dates for decorative chrome platers have already passed. The following compliance dates are coming up in 1997 for **hard chromium platers and chromium anodizers**:

- compliance with the new regulations was required by 1/25/97
- companies must conduct a one-time test by 7/24/97 to show they are meeting the emission limit

In Ohio, all decorative and hard chrome platers and chrome anodizers must have air permits to be in compliance. Free and confidential help is available from the Division of Air Pollution Control, Small Business Assistance Program (SBAP). SBAP staff can explain the regulations and help businesses complete permit applications. In addition, the following resources are available from the SBAP:

- U.S. EPA's "Guidebook on How to Comply with the Chromium Electroplating and Anodizing Standards" (EPA-453/B-95-001).
- Ohio EPA's fact sheet entitled "Controlling Air Emissions from Chromium Electroplating and Anodizing Tanks."

To obtain the above publications or to request assistance, please contact the Small Business Assistance Program, Division of Air Pollution Control at 614-644-4830. ☎

## Waste Issues

### Reducing Cleaning Solvent Waste

Mick Just, (reprinted with permission from Minnesota Technical Assistance Program)

Parts-washing units are used by many small businesses for cleaning equipment. Like other tasks, cleaning procedures should be reviewed to ensure that best work practices are followed. Checking to see if your shop is using best work practices can reduce waste, free up labor and provide payback on your investment.

#### Equipment Management

- **Service Contracts:** Negotiate your service contract so solvent changeouts fit your use schedule, especially if you have seasonal fluctuations in your shop's solvent needs. Remember, you incur costs and liability with each shipment of waste.

- **Cleaning demands:** Segregate cleaning into two stages, each having a dedicated washing unit. Using two units extends the usefulness of the solvent.

- **Equipment Options:** Use parts-washing units equipped with filters or other separation options that will keep the solvent cleaner longer. Add-on accessories are available from your equipment vendor.

#### Equipment Operation

- **Need:** Think about when parts need cleaning and when they do not. Each use of a parts-washing unit increasingly contaminates the solvent and, over time, shortens the solvent's useful life. If only interior surfaces need to be cleaned, avoid cleaning

exterior surfaces that can add dirt, grease, or paint and overburden your solvent. If extra surface cleaning is unavoidable, scrape or wipe off dirt before putting the part into the solvent.

- **Techniques:** Clean each part carefully and use drain racks to save solvent and avoid unnecessary cleanup. Splashing solvent and dragging out dripping parts depletes your solvent reservoir and makes a mess.

- **Evaporation:** Cover and turn off circulating sinks to conserve energy and to keep solvents from evaporating.

- **Evaluation:** Monitor solvent to determine its maximum useful life then modify your changeout schedule to get the most out of your solvent. The appearance of used solvent may not be a good indicator of the solvent's ability to clean.

#### Inventory Management

- **Supply:** Limit access to solvent supplies. Keeping and displaying records on solvent use may be helpful for controlling waste, especially in an operation with a large workforce.

- **Convenience:** Consider using a central cleaning station. When using an individual workstation, weigh its potential for accidents, exposure and waste generation against its convenience and efficiency. ♻️

## Green TIP\$

### Pollution Prevention Pays for Auto Body Repair Shop.. Are You Next?

A large Columbus body shop performed several pollution prevention activities to reduce wastes and save money. To reduce paint waste, the company converted to high-volume, low-pressure spray guns with higher transfer efficiency and began using a computerized paint mixing system. In addition, the company also reuses cleaning solvents through a distillation unit that reduces the company's solvent consumption by 90 percent. These and other pollution prevention measures saved this small business more than \$182,000 over a two-year period.



Need ideas on how to use pollution prevention to help your small business reduce wastes and save money? Ohio EPA's Office of Pollution Prevention provides free technical assistance to help businesses identify opportunities to reduce wastes and save money. Call Ohio EPA's Office of Pollution Prevention at 614-644-3469 for more details. ♻️

## Water Issues

### Ohio's Revised Antidegradation Rule

with a goal of protecting human health and the aquatic environment, the revised antidegradation rule strengthens Ohio EPA's ability to protect our water resources from contamination.

Under the Clean Water Act, a business must obtain permits from Ohio EPA if it wants to discharge wastewater into "waters of the state," including streams, rivers, lakes, ditches and storm sewers that lead to streams. Wastewater permits are issued by Ohio EPA's Division of Surface Water (DSW). A permit (called a permit-to-install or PTI) is needed for the construction of wastewater treatment equipment. The permit to discharge is called a National Pollutant Discharge Elimination System (NPDES) permit and may limit the pollutants that a business can discharge.

Under the revised antidegradation rule, businesses are required to take more responsibility in evaluating their proposed discharge activities. Businesses need to select the most sound alternative (considering environmental, social, economic and technical variables). Additional information that a business (or "applicant") may need to submit as part of its permit application includes a description of:

- contaminants to be discharged and any construction activities;
- systems/activities that can be carried out as an alternative to the discharge;
- economic, environmental or social benefits gained and /or lost through the project; and
- any local conservation projects addressing the improvement of water quality.

More opportunity for public participation in the permitting process is also a result of the revised rule. This may mean additional time for public review and comment on the permit application. In some cases, a public hearing on the permit application will be automatic.

The antidegradation rule also applies to other activities. Examples include Section 401 water quality certifications, permits to install for certain sewer systems, transfer of pollution from one water body to another and nonpoint source pollution.

### How will the new regulations affect small businesses?

The new regulations may mean more stringent discharge limits and a more detailed technical demonstration as part of the permit application process. A business may need to hire a professional to help in gathering the technical information required by the application. The business will need to consider the public participation process and the additional time this may add to the total permitting process.

For a business that needs to go through the antidegradation process, early contact with the Division of Surface Water will help in getting the right information and guidance needed to submit complete permit applications. For more information on the new regulations contact Ohio EPA's Division of Surface Water at (614) 728-3837 or (614) 644-2001. ☎

## New Rules Update

### Brownfields (Voluntary Action Program) Second Wave of Rules

One unfortunate byproduct of Ohio's industrial heritage is the number of contaminated sites scattered throughout the state. Valuable land has sat idle because of immense liability and cleanup costs scaring off potential developers, businesses and banks. Ohio EPA's Voluntary Action Program (VAP) was established to facilitate the redevelopment of abandoned industrial sites. New rules, effective December 15, 1996, allow for properties with ground water contamination to be eligible for the program. To receive a copy of the rules please contact Donna Terry, Division of Emergency and Remedial Response (DERR) at (614) 728-1741. An upcoming issue of *The Small Business Resource* will contain an article highlighting the VAP program.

### State Fire Marshal, Bureau of Underground Storage Tanks (BUSTR)

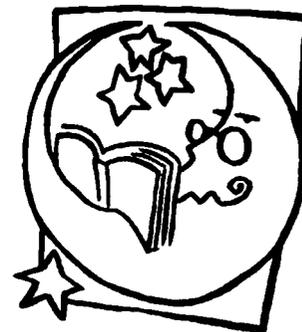
On November 19, 1996 new rules allowing BUSTR to train and certify private inspectors to oversee the removal and installation of storage tanks were approved. To obtain a copy of these rules contact Rob Patchen, BUSTR at (614) 752-7937. ☎

## New Publications

There are several new **FREE** fact sheets available from the Division of Air Pollution Control (DAK), Small Business Assistance Program:

- 1) Controlling Emissions from Dry Cleaners
- 2) Air Pollution Control for Bakeries
- 3) Regulations Affecting Body Shops with Painting Operations
- 4) Information Regarding Asphalt and Concrete Plants
- 5) Metal Parts Fabrication
- 6) Foundries
- 7) Requirements for Wood Finishing Operations

These fact sheets are designed for the small business owner and discuss the air permitting requirements in plain language. If you would like a copy of any of these free fact sheets, please contact the Small Business Assistance Program, DAPC at (614) 644-4830.



### The Small Business Resource

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