

The Small Business Resource

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Compliance Workshops Help Small Businesses Understand Ohio's Hazardous Waste Regulations

Do you know if you are generating any hazardous waste from your business? Are you unsure of whether or not your business is in compliance with the hazardous waste regulations? If you need help, plan to attend one of our FREE compliance workshops. Each workshop covers:

- How to evaluate your wastes to see if they are hazardous;
- The basic requirements for small generators of hazardous waste; and

- How to prepare for a hazardous waste inspection and avoid common problems.

The Small Business Assistance Office (SBAO) and Division of Hazardous Waste Management (DHWM) are working together to bring these workshops to small business owners in the Central Ohio area. To find out more about attending a workshop near you, contact the SBAO at 800-329-7518 or 614-728-8576. Hurry... space is limited.

Ohio's Hazardous Waste Regulations and Small Businesses Summer Workshop Schedule

June 3, 1999 (Thursday)
10:00 a.m. until 12:30 p.m.
Marysville, Ohio

June 18, 1999 (Friday)
10:00 a.m. until 12:30 p.m.
Canal Winchester, Ohio

June 11, 1999 (Friday)
10:00 a.m. until 12:30 p.m.
London, Ohio

July 1, 1999 (Monday)
10:00 a.m. until 12:30 p.m.
Mount Vernon, Ohio

Water Issues



Wastewater Discharges and Ohio's NPDES Permit Program

Any business that wants to discharge wastewater directly into "waters of the state" must get a discharge permit (called an NPDES permit) from Ohio EPA. The term NPDES stands for National Pollutant Discharge Elimination System. Examples of waters of the state include: streams, rivers, lakes, ponds, marshes, watercourses, waterways and springs. Wastewater discharges entering a conveyance system (like a ditch or storm sewer) that leads to a water of the state can also be subject to NPDES permitting. Discharges subject to the NPDES requirements include process wastewaters. In addition, a wastewater discharge from a sanitary waste treatment system is also subject to the NPDES requirements.

To get a permit, a company completes and sends an NPDES permit application to Ohio EPA's Division of Surface Water. The application contains specific information about the company, its processes and wastewater discharges. The company also needs to demonstrate that the discharge will not have a negative impact on the receiving water. Applications can now be filed electronically using Ohio EPA's Surface Water Information Management System (SWIMS). Businesses are encouraged to submit their permit applications electronically, which will help in timely permit processing.

The NPDES permit will include specific limitations on the contaminants that can be discharged (called effluent limits). In addition, the permit will contain other conditions that the company must follow, such as recordkeeping, reporting and monitoring requirements.

The Division of Surface Water may also find that the company needs to remove harmful contaminants (e.g., heavy metals, chemicals,

organics) from wastewater before discharging it. If so, the division will require the company to treat the wastewater to remove these contaminants. This can include filtration, chemical precipitation, biological treatment or other forms of treatment. If treatment is required, a separate permit, called a permit-to-install (or PTI), is needed to construct wastewater treatment units. The PTI application is reviewed by the Division of Surface Water.

If your business is discharging wastewater, you need to be aware of the NPDES requirements that could

apply to you. It is also important that, once you get your NPDES permit, you understand and follow the conditions that apply to you. Failing to comply with the NPDES permitting requirements can lead to contamination of our surface waters and violations of the Clean Water Act.

If you have any questions about the NPDES permit requirements, please call the SBAO at 800-329-7518 or Ohio EPA's Division of Surface Water (DSW). In Central Ohio, contact DSW at 614-728-3778. ☎

Pollution Prevention

Nominations Sought for Pollution Prevention Awards

Is your company making significant efforts to reduce pollution? Would you like your company to be considered for the Annual Governor's Awards for Outstanding Achievement in Pollution Prevention? The awards recognize companies, organizations or individuals who have made exceptional efforts in reducing pollution or recycling waste. Nominations for the 1999 awards are being accepted through July 16, 1999.

Any individual, business, trade association, professional organization, or local government of Ohio is eligible to win the award. Applicants can be nominated by another party or can nominate themselves.

For more information on eligibility requirements and applying for the award, contact Ohio EPA's Office of Pollution Prevention at 614-644-3469. ☎

Air Issues

Ohio EPA's New Rules for Prevention of Accidental Releases

Ohio EPA's Division of Air Pollution Control will soon have regulations in place that will effect many facilities that have chemicals on-site. These new regulations, called the 112(r) regulations, will help prevent accidental releases of harmful chemicals. The term 112(r) comes from a section of the Clean Air Act Amendments.

Who is affected by the new rule?

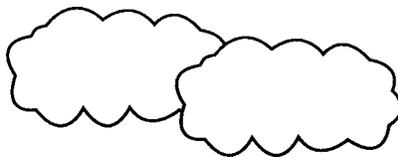
Any facility that processes more than the threshold quantity of a regulated substance. The regulations include a list of these 77 acutely toxic substances and 63 flammable gases and volatile liquids. The thresholds for toxic substances range from 500-20,000 pounds. The threshold for all flammable substances is 10,000 pounds.

Processing includes use, storage, manufacturing, handling or on-site movement of these substances. Some facilities that will likely be subject to the 112(r) requirements include:

- manufacturers, including chemical manufacturers
- some wholesalers and retailers
- drinking water plants and waste water treatment plants
- ammonia refrigeration systems
- utilities
- federal facilities

What is required?

If your company is subject to the new regulations, you need to develop a Risk Management Plan (RMP). The RMP must summarize the hazards at



the company, including the potential for an off-site release. In addition, the RMP must include a description of the company's risk management and emergency response procedures.

The specific information that needs to be in the RMP depends on your company's processes. The regulations include three different tiers of reporting, each depending on the risk of the process. You also need to update the RMP at least every five years.

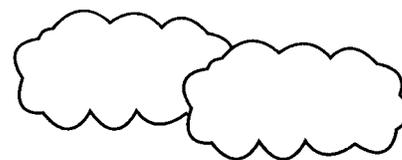
When do I need to submit the RMP?

You must submit the RMP to U.S. EPA and Ohio EPA by June 21, 1999. U.S. EPA requires you to send your RMP electronically, using specific software called RMP*Submit. A small business without computer access can request a waiver and submit a hard copy report. A copy of your initial RMP, either hard copy or on disk, must also be mailed to Ohio EPA's Division of Air Pollution Control.

Are there reporting fees?

Yes. There are annual fees, based on the regulated substances listed in the RMP. You are required to pay an annual \$50 registration fee plus the following additional fees:

- \$65 for propane, if it is the only regulated substance on-site; (Recently US. EPA has been sued to exempt propane from the 112(r)



program. A court decision is expected in late 1999. Until then, propane storage is not regulated by this program.)

- \$65 for anhydrous ammonia sold for use as an agricultural ingredient; and
- \$200 for all other regulated substances.

Independent businesses employing less than 100 full-time employees may be exempt from 112(r) fees. Please contact the Small Business Assistance Program at (614) 644-4830 for more information. Initial fees and fee calculation worksheets are due June 21, 1999 along with the RMP. In the future, facilities in this program will receive an invoice from Ohio EPA for appropriate fees based on past payments.

Where can I get more help?

U.S. EPA has several guidance documents to help companies in completing their risk management plans. These documents are available through U.S. EPA's web site at: <http://www.epa.gov/swercepp/> or by calling 800-490-9198.

You can also contact Ohio EPA's Division of Air Pollution Control (DAPC), Air Toxics unit at 614-644-3594. Or, contact the Small Business Assistance Program, DAPC at 614-644-4830. ☺

Waste Issues

Ohio's Hazardous Waste Inspections... Is Your Business Prepared?

Each year, Ohio EPA's Division of Hazardous Waste Management conducts hundreds of inspections at companies to see if they are complying with the hazardous waste rules. Many of these inspections are done at small businesses such as printers, manufacturing companies, electroplaters, dry cleaners, auto shops and others.

Although many companies are found in compliance with the regulations, several others are found in violation. This is particularly true at small businesses, where it can be difficult to understand what is required and to keep up with the regulations. Some common hazardous waste violations inspectors find include:

Failure to evaluate ALL wastes to see if they are hazardous, including: fluorescent lamps, solvent contaminated wipers, paint waste, process filters, aerosol cans and other wastes.

- Having a drum(s) of unknown waste on-site.
- Improper management of used oil.
- Failure to keep hazardous waste containers closed and in good condition.
- Failure to label containers with the words "Hazardous Waste."
- Failure to have inspection logs for hazardous waste containers and emergency equipment.
- Failure to post emergency information by the telephone.



- Failure to have copies of hazardous waste manifests or shipping papers.
- Failure to complete personnel training or keep training records.
- Keeping hazardous waste on-site for longer than the regulations allow.
- Keeping too much hazardous waste on-site.

If your business produces hazardous waste, you could be inspected next. Are you prepared for an inspection? Do you know if your company is in compliance with the regulations?

Knowing which hazardous waste regulations apply to your business is the first step toward compliance. If you have questions about the hazardous waste regulations, contact the Division of Hazardous Waste Management at 614-644-2917 or visit their web site at <http://www.epa.state.oh.us/dhwm/welcome.html>.

In addition, you can receive a free environmental compliance self-assessment guide from the Small Business Assistance Office (SBAO). This resource will help you check on your compliance status with hazardous waste and other Ohio EPA regulations. The SBAO is also holding workshops in the Central Ohio area for small business owners who need to know more about the hazardous waste regulations. For a copy of the guide or for more information on the workshops, call the SBAO at 800-329-7518. ☞

New Rules

PCB Regulations Amended

New regulations under the Toxic Substances Control Act (TSCA) became effective on August 28, 1998. These new rules affect facilities that handle polychlorinated biphenyls (PCBs) such as manufacturers, waste handlers, transporters, contractors, utility companies and others.

The new rule provides flexibility in seeking disposal technologies for PCB wastes and expands the available decontamination procedures. The rule helps simplify the procedures for obtaining U.S. EPA approval for different PCB activities. The rule also modifies the requirements for use and disposal of PCB equipment. Changes that may have an impact on small businesses include:

- Additional pieces of electrical equipment may be regulated for PCBs, including additional types of transformers and light ballasts.
- Large, low voltage (less than 2000 volts) capacitors need to be marked.
- PCB transformers must be registered with U.S. EPA. (Registration forms are available from Ohio EPA.)

To find out more about these and other changes to the PCB regulations, contact Ohio EPA's Division of Emergency and Remedial Response at 614-644-2924. ☞

Finance Comer

Environmental Education Grants

Do you have an idea for a project that helps small business understand environmental regulations, but don't have the money for it? Ohio EPA's Office of Environmental Education (OEE) may be able to help. The OEE awards grants for projects that help people understand and comply with environmental regulations. The office has awarded grants to schools, businesses and the general public.



Currently, grants up to \$50,000 are available through the OEE's General Grant Program. And, starting in July 1999, grants from \$500 to \$5000 will be available through the OEE's Mini Grant Program. The Mini Grant Program will use a streamlined application and review process. The OEE awards a total of approximately \$1 million each year for environmental education projects.

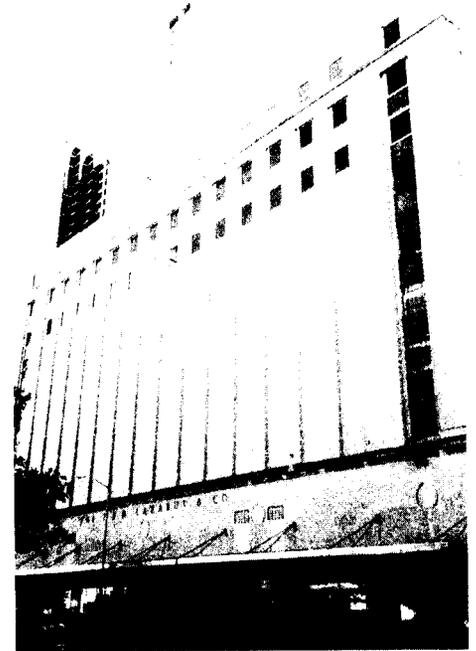
For more information on how to apply for a grant or to see if your project is eligible, please call Ohio EPA's Office of Environmental Education at (614) 644-2873. ☎

Changes at Ohio EPA

Ohio EPA has a new Director. Christopher Jones was appointed by Governor Bob Taft as the director of the agency on February 1, 1999. Prior to joining the Ohio EPA, Director Jones worked for the Ohio Attorney General's office as chief of the environmental enforcement section.

"I believe in firm but fair enforcement," Director Jones said. "It's also important to note that everybody wins when enforcement isn't necessary at all, because businesses are complying with law in the first place. Sometimes environmental law is so complex that compliance is difficult. I plan to make education a key part of my approach to environmental protection."

From 1990 to 1995, Director Jones worked for the law firm of Thompson, Hine, and Flory, where he handled environmental cases. Director Jones is a graduate of Ohio Wesleyan University and Georgetown University Law Center.



Ohio EPA's Central Office has moved. The new street address is:

Ohio EPA
Lazarus Government Center
122 South Front Street
Columbus, OH 43215

New Resources

Environmental Management Guide for Small Laboratories

U.S. EPA now has an environmental compliance guide for small chemical labs. The guide includes a summary of environmental regulations that commonly apply to labs. A self audit checklist is also provided. The guide is available by contacting:

Small Business Ombudsman
Office of Policy Planning and
Evaluation (2131)
U.S. Environmental Protection Agency
401 M Street
Washington, DC 20460
202-260-0490
EPA document number: 233-B-98-001

Please note that the guide covers federal regulations only. Ohio's regulations in some areas may be different. If you have additional questions on the requirements that apply to your lab operations, contact the SBAO at 614-728-8573 or 800-329-7518.

Articles in The Small Business Resource may be reprinted. As a courtesy, please contact the SBAO at (614) 728-8573 or 800-329-7518.

SBAO
Small Business Assistance Office
Ohio EPA

Are you a small business owner? Do you have questions about environmental regulations?

If you need help understanding the regulations and how to comply with them, give us a call at 1-800-329-7518 or 614-728-8573.

Our services are **FREE** and **CONFIDENTIAL**



The Small Business
Resource

Bob Taft, Governor
Chris Jones, Director

Program Manager:
Laurie Stevenson

Editors:
Jim Tichich
Ryan Holter

Writers:
**Jimmy Logan, Ellen Miller,
Laurie Stevenson, Jim Tichich, and
Carolyn Watkins**

Graphics & Layout:
Pattie J. McKean

Please direct your comments to:
Jim Tichich, Ohio EPA, CDO
Small Business Assistance Office
P. O. Box 1049
Columbus, Ohio 43216-1049
(614) 728-8573
jim.tichichOepa.state.oh.us

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Central Ohio Small Business Assistance Office
Ohio EPA, Central District Office
P. O. Box 1049
Columbus, Ohio 43216-1049