

# The Small Business Resource

Vol. 3 No. 3

A Publication of Ohio EPA, Small Business Assistance Office

Sept. 1998

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## Want to Improve Compliance? Let the SBAO Conduct a Confidential Site Visit at Your Small Business

Having difficulty keeping up with the environmental regulations? Not sure if your company is in compliance? Well, the SBAO can help you. The SBAO conducts free compliance site visits for small businesses in Franklin, Fayette, Morrow, Licking, Pickaway, Union, Knox, Delaware, Fairfield and Madison counties.

The purpose of the site visit is to help small businesses understand Ohio EPA regulations that apply to them. Recommendations provided by the SBAO after the site visit help business owners identify what needs to be done to stay in compliance with the regulations.

To date, 21 businesses have taken advantage of the site visit program to help improve compliance. Small businesses that have participated in the program said they were glad they contacted the SBAO and received assistance. Typical businesses using the SBAO's services include manufacturing companies, collision repair and auto service shops, metal finishers, wood refinishers, dry cleaners, printers and others. By working with the SBAO, you can benefit by:



- helping to protect worker health and safety,
- reducing the possibility of non-compliance penalties,
- being better prepared for an Ohio EPA inspection, and
- identifying possible cost savings through pollution prevention.

The SBAO's site visits are free, confidential and available to any small business in Central Ohio with fewer than 100 employees. For more information, or to schedule a site visit, call the SBAO, 800-329-7518. ☎

## **Pollution Prevention**

### **The FabriCare Technology Center for Dry Cleaners is Open!**

On July 9, 1998 the FabriCare Technology Center (FTC) opened in Cleveland, Ohio. The FTC is a technology demonstration facility and training center for dry cleaners. Designed by a team of cleaners, regulators, equipment representatives, and educators, the FTC's purpose is simple - to provide the industry with the resources it needs to stay productive and profitable. The FTC is run by the Small Business Environmental Assistance Center at Cuyahoga Community College.

The FTC features over 3,000 square feet of instructional and production space. Presently, most of the demonstration equipment consists of the latest in wet cleaning technology. The center plans, however, to acquire other Fabricare technologies, such as liquid carbon dioxide.

Besides technology demonstrations, the FTC is an education center, providing industry training for dry cleaners. Training modules are designed to help cleaners with general business issues such as regulatory requirements and customer service. In addition, modules address technical issues such as fabric science in wetcleaning and the basics of spotting and finishing.

The FTC is available to dry cleaners statewide. If you want to know more about this resource, contact Christine Kovach, Cuyahoga Community College, (216) 987-3700. ☎

## **New Rules Update**

### **Changes in Ohio's Environmental Audit Law**

Changes to Ohio's environmental audit law will be effective September 30, 1998. The original law, effective March 1997, was developed to encourage companies to look for and fix environmental problems on their own. The law created a privilege for information contained in an environmental audit and limited immunity from penalties for violations discovered through an audit, disclosed to Ohio EPA. The law came under criticism from several citizen groups and the U.S. EPA. These groups argued that the law weakened Ohio EPA's ability to enforce against violators and to protect public health. In response, several changes to the law have been made.

The law now provides that an environmental audit must be completed within six-months from the time the audit is started and requires that problems uncovered be corrected within a reasonable time. Additional exemptions to the privilege portion of the law have been added. In addition, the new law adds exemptions from immunity; including situations where violations result in significant economic benefit, violations add up to a pattern of noncompliance, and others. To find out more about Ohio's environmental audit law, contact Ohio EPA, Director's Office, (614) 644-2782. ☎

## **Finance Corner**

### **Grant Money Available to Develop Markets for Recycled Material**

Recycling Market Development Grants of up to \$150,000 are available from the Ohio Department of Natural Resources. These grants help foster cooperative research and development regarding recycling and the start-up or expansion of private recycling facilities or programs.

Cities, counties, or solid waste management districts can apply for grant funds. The grant funds are used to design and establish cooperative projects with local businesses that help strengthen markets for Ohio's post-consumer recyclables. Businesses participating in the program are required to match the grant money received dollar for dollar.



Interested companies can contact their city, county or solid waste management district to inquire if grant funds will be available through this program. In addition, for more information, contact Stephen Fowler at the Ohio Department of Natural Resources (ODNR), Division of Recycling and Litter Prevention, (614) 265-6369. Or, visit ODNR's web site at <http://www.dnr.ohio.gov/odnr/recycling/>. ☎

## Air Issues

### Understanding Your Air Permit

#### An Important Compliance Issue for Your Business

**You** went through all the time, effort and cost of getting an air pollution permit. Now that you've got it, you can just file it away knowing that you are in compliance. Right? Not necessarily!

Just receiving an air permit is not a guarantee of continued compliance. Getting a permit is just the first step to compliance. It is very important that you are aware of and follow ALL the "terms and conditions" of the permit to remain in compliance. To know what terms and conditions apply to your business, you must read your permit.

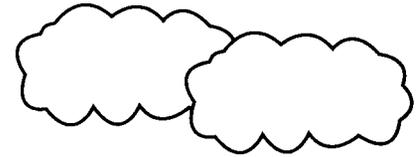
The "terms and conditions" of your permit include emission limits that your air pollution source must meet. What many people fail to realize is that there may be other terms and conditions beyond emission limits. The most often overlooked item in an air permit is the requirement to keep records.

Make sure to read your permit. Most permits have a requirement for some kind of record keeping. For example, a painting company may need to keep paint use records, a printer to keep ink use records or a dry cleaner to keep records on perchloroethylene usage. Many companies assume they can just pull out a purchase record at the end of the year and this will be sufficient record keeping. While this may be sufficient sometimes; it often is not. Many permits call for daily or monthly record keeping. Sometimes the permit will also require that records or reports be submitted to the Ohio EPA. To know whether you need to submit reports, it is important that you know the terms and conditions of the permit. Not keeping or



sending in records as required by the permit can mean a violation for your company.

After taking the time and effort to apply for and receive an air pollution permit, don't let it all go to waste and risk possible violations by not following through on your responsibilities. **READ YOUR PERMIT!** It won't take long, but may mean the difference between compliance and penalties.



Can you afford to risk it? If you don't understand the conditions of your permit, immediately call the Ohio EPA District Office listed on your permit and ask for an explanation. If your business does not have an air permit and you think you need one, call the Small Business Assistance Program, Division of Air Pollution Control, 614-644-4830. ☞

## Learning the Lingo

Do environmental terms sometimes sound like a foreign language to you? If so, you're not alone. Many small business owners have difficulty keeping up with the latest environmental lingo. This feature covers some common environmental terms.

**Publicly Owned Treatment Works (POTW)** - A treatment plant that handles sewage and wastewater from homes and businesses. Many POTWs are owned and run by the city. Sanitary sewers transport sewage and wastewater to the treatment plant. Waste is treated at the POTW and then discharged, usually to a stream, river or lake.

**Residential Treatment System** - A septic or aeration system designed to treat sanitary waste / wastewater generated from a one-family, two-family or three family dwelling. These systems are commonly found at homes where sanitary sewers are not available.



**Watershed** - A watershed is an area of land from which surface water drains into a common outlet, such as a river, lake or wetland. Depending on its size and location, a watershed can contain one or many of the following features: streams, ditches, ponds, lakes or wetlands. Watersheds are sometimes called drainage basins or hydrologic units. ☞

## Waste Issues

### Ohio EPA Introducing New Used Oil Regulations Attention Small Businesses ...

Ohio EPA's new used oil regulations, found in Ohio Administrative Code (OAC) Chapter 3745-279, are scheduled to be in effect September 1998. Unlike the old used oil rules that applied primarily to used oil burning, the new regulations will apply to many different used oil activities. Businesses subject to the new regulations include those that generate, market, rerefine / process, transport or burn used oil.

Small businesses that will likely be subject to the new rules as "generators" include service stations, auto repair shops, car dealers, "quick lubes," and fleet operations. In addition, transporters delivering or consolidating shipments of used oil are now regulated. Also regulated are used oil processors and rerefiners that blend/mix used oil to produce fuel or process used oil to produce "new oil." Used oil burners include facilities that burn used oil for energy recovery, primarily in an industrial furnace or boiler, cement kiln or asphalt kiln.

The new used oil standards include "good housekeeping" practices that must be followed. For example, containers and tanks holding used oil must be in good condition and labeled. The regulations include spill prevention measures and outline procedures that must be followed in the event of a spill. In addition, some used oil facilities such as transfer operations, processors / rerefiners and burners are now required to have secondary containment for their aboveground used oil tanks or containers.

In addition, transporters, rerefiners, processors, and burners must have an identification number from Ohio EPA, Division of Hazard-

ous Waste Management (DHWM) for used oil activities. To obtain an identification number, a company must complete a notification form (form 8700-12) and return it to DHWM.

If you are managing used oil, it is important that you understand how these new regulations affect your business. Ohio EPA's Division of Hazardous Waste Management is developing fact sheets and plans to do training for the regulated community on these new regulations. If you have questions about how these new



regulations apply to you, contact Ohio EPA, Division of Hazardous Waste Management, Technical Support Unit, (614) 644-2934, or visit DHWM's web site at <http://www.epa.ohio.gov/dhwm/welcome.html>. ☞

## New Resources

There are free publications available from the SBAO:

### (1) Ohio EPA Resource Guide

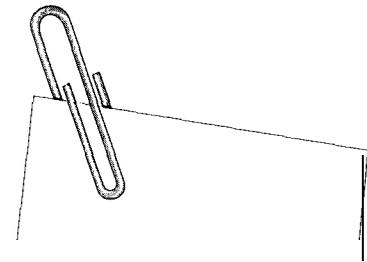
A general resource guide from the SBAO with information about Ohio EPA, the major environmental laws and information available through the Agency. A helpful publication for anyone who needs general information about Ohio EPA and accessing the Agency's resources.

### (2) Compliance Manual - Cessation of Regulated Operations

This manual from the Division of Emergency and Remedial Response explains the requirements for regulated facilities being closed or sold.

### (3) Identifying Your Waste: The Starting Point (September 1997)

U.S. EPA has prepared this simple guide to help you determine whether your business generates hazardous waste.



### (4) Clean Air Resource Center Booklet

Services offered by the Clean Air Resource Center include technical and regulatory assistance and help with financing air pollution control projects. This publication explains the services of the center and how to get more information.

Call the SBAO, 800-329-7518 or (614) 728-8573 to receive a free copy of any of these publications. ☞

## Water Issues

### Home-Based Businesses and Ohio EPA's Wastewater Regulations

Ohio is seeing an increase in home-based businesses, including auto repair, construction contracting, beauty parlors, medical and dental offices, kennels and food service establishments. Are you thinking about operating a home-based business? If so, among the many things to consider is how wastewater and sewage from the business will be handled.

If you are looking at a location that has its own sewage treatment system (e.g., an aerator or septic tank and leach field), this system may not be adequate for the business. The existing system may not be large enough to handle the increased volume of sanitary discharges (from rest rooms and sinks). In addition, an on-site treatment system, in most cases, CANNOT be used to dispose of any process or industrial related wastewater.

Local health departments are usually responsible for regulating private residential treatment systems (those for one, two and three family dwellings). However, if a home is converted to a business operation, the septic system comes under regulation by Ohio EPA.

Ohio EPA's requirements for systems that service businesses can be quite different from residential systems. If you have to construct, expand or modify the system to accommodate the business, these activities require a permit-to-install (or "PTI") from Ohio EPA's Division of Surface Water. If the system has a discharge that goes to surface water (for example a creek, river or ditch), this activity requires a discharge permit from Ohio EPA. In addition, you may likely be prohibited from using the system for disposal of process or industrial related wastewater.



As you consider options for locating your business, talk to someone from Ohio EPA's Division of Surface Water beforehand. The division staff can help you in evaluating how your proposed business will affect the operation of the on-site sewage treatment system. In addition, they can tell you if changes to the system will be needed, the permitting process for these activities and possible limitations on the use of the system. A professional consultant, specializing in the design of sewage treatment systems, can also help you evaluate an existing on-site system. These discussions will give you an idea of the cost and time involved. From here you can make an informed decision on whether to go ahead or explore other alternatives.

Selecting a business location with access to a public wastewater treatment plant through a sanitary sewer is often the most desirable alternative. A large wastewater treatment plant may easily be able to handle the additional wastewater from your business. Again, however, it is important that you discuss your proposed business activities with the treatment plant beforehand. Depending on the nature of your business, it may be necessary to conduct "pre-treatment" (like oil or grease removal, for example), obtain a permit and /or follow other requirements before discharging to the wastewater treatment plant.

Selecting the right business location is an important decision for many reasons, including minimizing unexpected costs of managing sewage and wastewater. If you have additional questions or need more information, contact Ohio EPA's Division of Surface Water (DSW) at your local district office. For businesses in Central Ohio, contact DSW, 614-728-3778.

### Becoming Involved in a Watershed Group

Surface waters such as streams and their tributary systems are important to all Ohioans, Recreation, scenic beauty, sanctuary for flora and fauna, educational resources and flood management are just a few of the ways in which we benefit from these natural resources. Not understanding the value of stream systems and how they function can lead to their degradation.

Over the past two years, several local groups (called watershed groups) have formed to help preserve these aquatic systems. Some groups have formed at the "grassroots level" by citizens living in a watershed area and others by different agencies. The objectives of a watershed group focus on finding ways to protect the quality of these systems.

As a small business owner, you may want to explore local watershed groups in your area. Your involvement can provide an opportunity to help educate the group about business operations in the area. In addition, you can be involved in discussions on how the business community, watershed groups and regulatory agencies can work together to protect the natural resources that are important to all of us.

Some of the watershed groups that are active in Central Ohio include: The Big Darby Partners, FLOW (Friends of the Lower Olentangy Watershed), Friends of the Scioto River Valley, WAG (the Walnut Action Group), Big Walnut Creek Partnership, Friends of Clear Creek, Rocky Fork Creek Watershed Protection Task Force, Friends of Alum Creek and Friends of Black Lick Creek. For more information, you can contact any of these groups directly or call Ohio EPA's, Division of Surface Water, 614-728-3778. ☺

**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**



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The Small Business  
**Resource**

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