

The Small Business Resource

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Small Business Assistance Office Update 1997 Activities

Environmental regulations apply to many businesses, both large and small. Understanding these regulations can be challenging, especially for small business owners with many priorities. Recognizing this, the Small Business Assistance Office (SBAO) was fully staffed in 1996 with a goal of helping small businesses understand and keep up with the environmental regulations.

The SBAO is committed to providing accurate, easy-to-understand information and timely answers to regulatory questions. The office provides free and confidential technical assistance to small businesses. Businesses can call the SBAO hotline at 1-800-329-7518 from 8 a.m. to 5 p.m. Monday through Friday and talk with an environmental specialist. Our specialists can also come to you, walk through your facility and talk to you about specific environmental requirements. We conduct workshops, prepare "fact sheets" addressing common questions about the regulations and maintain an Internet web site for easy access to information. The SBAO staff can help you determine which regulations apply to your business and can help with report forms, registrations and permit applications.

In 1996 the SBAO created an advisory committee, made up of small business owners, trade and business association representatives. The committee helps the SBAO identify compliance needs and provides the office with a valuable small business perspective as we undertake new activities.

The SBAO had a busy year during 1997. The SBAO hotline remains the most actively used service, with the office logging over 635 total calls for assistance. Of these calls, 415 were logged during 1997. In addition, the office conducted 10 site visits during the year. Several written resources like fact sheets, brochures and newsletters were published this year by the SBAO, covering various environmental compliance topics.

If you are a small business and need help understanding environmental regulations, give us a call at 1-800-329-7518 or 614-728-8573. Remember, our services are CONFIDENTIAL and FREE.

Waste Issues

Ohio EPA's Drinking Water at the Tap Initiative

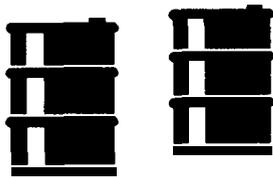
A focused hazardous waste inspection effort..

Many of us in Ohio get our drinking water from underground sources of water (called aquifers). Unfortunately, even a small business can contaminate a community's drinking water source if waste or chemicals are improperly managed. Activities that can cause contamination of a drinking water source include: dumping wastes on the ground, not cleaning up chemical spills, using tanks or pipes that leak and putting chemical waste into septic systems or leach beds.

Recognizing this concern, Ohio EPA's Division of Hazardous Waste Management is involved in an education and inspection effort called the "Drinking Water at the Tap Initiative." This initiative will focus on businesses that handle hazardous waste within a two-mile radius of wells that are sources of drinking water.

As part of this initiative, an inspector may visit your business to determine whether you are in compliance with the hazardous waste regulations. The inspector will help you identify other activities at your business that could possibly contribute to groundwater pollution. In addition, the inspector will help you recognize pollution prevention opportunities at your business.

For more information about the Drinking Water at the Tap Initiative, contact Harry Sarvis at Ohio EPA's Division of Hazardous Waste Management at 614-644-2956.



Ohio's Scrap Tire Regulations

Ohio citizens generate 10 to 12 million scrap tires each year. New laws regulating the storage, transportation, recycling and disposal of scrap tires took effect in 1996. These new regulations serve to help reduce the environmental and public health threats caused by accumulations of scrap tires. Fires involving scrap tires are difficult to extinguish and can produce serious air and water pollutants. In addition, scrap tires hold water and can provide an ideal breeding ground for disease carrying mosquitoes.

A scrap tire is any used tire that is not installed on a motor vehicle or trailer. Under the new rules, all scrap tires must be recycled or disposed of at licensed scrap tire facilities. Disposal of scrap tires in solid waste landfills is prohibited. Burning of scrap tires is also prohibited.

Anyone hauling loads of more than 10 scrap tires must register with Ohio EPA as a transporter. If you send scrap tires off site for disposal from your business, you need to make sure you use a registered transporter. If your business is involved in transporting scrap tires, you need to obtain an Ohio EPA registration. All scrap tire shipments must be documented on Ohio EPA-approved shipping papers. These shipping papers must be retained by the business generating or receiving the scrap tires for three years.

A business storing 100 or more scrap tires on the property needs a license from the local health department and a registration from Ohio EPA. In addition, the new regulations include standards for facilities involved in scrap tire recycling or disposal activities.

Many businesses, including small business, are subject to the new scrap tire rules. There are, however, some exemptions in the rules that apply to businesses like retail tire dealers, tire manufacturers and retreaders. If you have questions about how the new scrap tire regulations apply to your business, or need information on transporters or disposal facilities in your area, call your local Ohio EPA District Office, Division of Solid and Infectious Waste Management or your local health department. ☎

Ohio Statewide Environmental Network Provides Hotline

Is your business looking for information on environmental, energy efficiency or pollution prevention resources in Ohio? The Ohio Statewide Environmental Network (OSEN) is a network of service providers, including government and private resources. Staff at the OSEN hotline can help direct businesses to resources for regulatory compliance and implementing pollution prevention. The OSEN hotline number is 1-800-927-0436.

Air Issues

Do You Clean Metal Parts?

Complying with EPA's new air standards for halogenated solvents

If your company cleans metal parts with any of the following six halogenated solvents then you should now be in compliance with the National Emission Standards for Hazardous Air Pollutants (NESHAPs) regarding halogenated solvent cleaning:

- methylene chloride (MC)
- perchloroethylene (PCE)
- trichloroethylene (TCE)
- 1,1,1-trichloroethane (TCA)
- carbon tetrachloride (CT)
- chloroform (C)

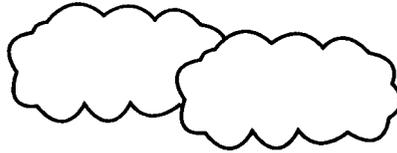
This regulation was issued by the U.S. EPA in December 1994 to help control toxic air pollutant emissions from solvent cleaning machines. The deadline for compliance with this standard was December 2, 1997.

How do I know if I use one of these solvents?

To find out if you use one of these solvents, consult the Material Safety Data Sheets (MSDS) from your solvent supplier.

What should I do if I'm not sure my company is in compliance?

If you use any of the six regulated solvents and have not addressed compliance with this standard you must do so promptly. Do not ignore the issue!



What will I have to do to reach compliance?

The compliance requirements vary depending on factors such as type of cleaning unit (i.e., batch-vapor, cold batch, etc.), size of unit and amount of solvent used. Compliance may be as simple as keeping usage records or as involved as equipment additions and changing work practices.

Where can I get help?

Small businesses can receive FREE and CONFIDENTIAL assistance from the Ohio Small Business Assistance Program (SBAP). The SBAP provides on-site visits to help you comply with the air pollution requirements. This can include explaining the halogenated solvent standard or even helping you complete an air permit application. Jim Carney is the SBAP contact for this standard and can be reached at (614) 728-1796.

If you do not use any of the six solvents listed above then you are exempt from this air standard. However, you still may be subject to air permit requirements for other activities at your company. For any other questions you have on air permits, contact the SBAP. ☎

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 you may encounter.

Aquifer

An underground geological formation, or group of formations, containing usable amounts of groundwater that can supply wells and springs.

Best Management Practice (BMP)

Methods determined to be the most effective, practical means of preventing or reducing pollution.

Halogen

Any of the following five nonmetallic elements, including fluorine, chlorine, bromine, iodine and astatine. A halogenated material is one treated or mixed with a halogen.

National Emissions Standards for Hazardous Air Pollutants (NESHAPS)

Emissions standards set by EPA to control certain air pollutants.

Occupational Safety and Health Administration (OSHA)

The federal agency charged with monitoring and enforcing compliance with worker health and safety regulations.

Pollutant

Generally, any substance introduced into the environment that adversely affects the usefulness of a resource.

Toxic Pollutants

Materials that cause death, disease, or birth defects in organisms that ingest or absorb them. The quantities and exposures necessary to cause these effects can vary widely. ☎

Pollution Prevention Issues

OMEx: Ohio's Materials Exchange A Statewide Reuse and Recycling Service

The Ohio Materials Exchange (OMEx) was set up to help businesses in Ohio increase their recycling and reuse efforts. A materials exchange program serves to "match-up" one company's unwanted materials with another company that can use the material.

OMEx is a cooperative effort. The Association of Ohio Recyclers will contract with Waste Alternatives, Inc. to manage and operate OMEx. Three state agencies cooperating in this effort include Ohio EPA, Department of Natural Resources and Department of Development.

OMEx serves as an information clearinghouse for industrial by-products, virgin products and other unwanted materials. OMEx maintains listings of "Materials Available" and "Materials Wanted," in different categories including agricultural by-products, chemicals, durables, furniture and shipping materials. The service is free of charge.

Material listings are published bimonthly and forwarded to the OMEx mailing list. Supplier names, addresses and phone numbers are not published. The OMEx coordinator will provide the listing contact information so that potential users can contact the offering company directly to obtain more information about the material. Completely confidential listings are available. OMEx does not take part in company-to-company discussions or shipment of materials.

Materials exchange programs can mean a cost savings to material supplier and receiver. The supplier can see a reduction in disposal costs and the receiver can obtain raw material at a lower price. Environmental benefits include less use of landfill space and saving energy that would have been required to produce new raw materials.

To place a FREE listing or to receive additional information about OMEx, contact Diane Mellinger, OMEx coordinator, at 888-718-OMEx (6639) or by E-mail: TryOMEx@aol.com.

Pollution Prevention (P2) Conference Scheduled for April 1998

The National Pollution Prevention Roundtable's Annual Spring Conference is scheduled for April 28-May 1, 1998 in Cincinnati, Ohio. This conference will focus on the latest in pollution prevention policy, regulatory, technical and industrial assistance initiatives. The conference is expected to attract nearly 700 participants. A wide range of attendees will represent government, private industry, nonprofit organizations, trade associations, federal agencies, academic institutions and small business associations.

For more information, please contact the Roundtable office at (202) 466-3908 or through E-mail at michelerusso@compuserve.com. For other questions, please contact Anthony Sasson, Ohio EPA, Office of Pollution Prevention, at (614) 644-3469. ☞

Small Business Resources Section

OSHA Compliance How to Get Help ...

Besides the environmental questions that come to Ohio EPA's Small Business Assistance Office, callers often ask questions about Occupational Safety and Health Administration (OSHA) regulations. To help in addressing these questions, this article outlines some resources available to you in meeting the OSHA requirements. You can contact these offices directly with questions that you have on the OSHA requirements:

OSHA
Central Ohio Office
614-469-5582
This office can provide general information on OSHA programs and regulatory requirements.

Worker Safety Training
Ohio Bureau of Workers
Compensation (BWC)
614-728-6458
The Ohio BWC offers assistance on work related health and safety issues, including help with OSHA regulations and other general health and safety issues.

OSHA
On-Site Consultation Service
614-644-2631
800-282-1425

OSHA provides this free, confidential service to help business owners identify potential hazards at the work site and improve their safety and health management systems. This service is completely separate from the OSHA inspection effort. Fines are not issued under this program, however, businesses are required to address any hazards that are found. ☞

Water Issues

New Silver Wastewater Discharge Regulations From the City of Columbus

For most of us, silver means expensive jewelry and fine tableware. But, for the City of Columbus, silver is a contaminant in wastewater that can kill bacteria and disrupt the city's wastewater treatment process. Because silver is toxic, it can also kill fish if discharged directly into rivers or lakes.

Columbus estimates that as much as 230 pounds of silver enters its wastewater treatment plant each month. Silver commonly comes from photo labs, doctors, dentists, veterinarians, printers, colleges, hospitals and other business that process photographic images using silver-sensitized films and papers.

The City of Columbus will have new regulations in effect on March 1, 1998 that will help control the silver contamination in wastewater discharges. Instead of a numerical discharge limit that must be met, businesses will be required to use "best management practices" (BMPs) to reduce silver discharges to the sanitary sewer. These BMPs include using a silver recovery system, monitoring the recovery system for proper operation and keeping records.

The type of recovery system needed by a business depends on how much silver contaminated wastewater is generated. The generator categories range from Category 1 (less than 100 gallons per day) to Category 5 (greater than 25,000 gallons per day). The cost of recovery systems ranges from around \$75 for a simple metallic replacement cartridge to several thousand dollars for combined electrolytic/precipitation systems. The cost of the systems can be offset by the value of the silver



recovered. Some larger silver generators can actually make a profit from doing silver recovery.

If your small business is generating a silver contaminated wastewater that is discharged to the City of Columbus wastewater treatment plant, you need to be aware of these new regulations. For more information, contact Jeff Burkhart, City of Columbus, Pretreatment Coordinator, at 614-645-5912.

Does Your Business Have a Public Water System?

If you own or operate a business that has an on-site well to supply water for use, this system may be defined as a "public water system." A public water system provides water to at least 25 persons at least 60 days a year. What is considered providing water? Generally, this means that the water is available for drinking, cooking, washing hands, washing dishes or bathing. Also, you may have a public water system if you operate a migrant labor camp.

There are specific EPA monitoring requirements for public water systems, depending on the complexity of the system and number of people served by the system. If you are operating a public water system and have questions about the regulations, contact Ohio EPA's Division of Drinking and Ground Waters at 614-728-3778 for assistance. ☛

New Publications

There are several new FREE Ohio EPA publications available from the SBAO.

(1) **Fact Sheet: Environmental Laws**

A fact sheet to help you understand the basic EPA environmental regulations.

(2) **Information Sheet: Ohio EPA Newsletters**

A subscription list for the different Ohio EPA newsletters.

(3) **Steam Carpet Cleaning and Environmental Regulations**

A fact sheet for carpet cleaning businesses.

(4) **Fact Sheet: Getting Copies of Ohio EPA's Regulations (1/98 update)**

An updated fact sheet with instructions on getting Ohio EPA's regulations.

(5) **Class V Injection Control Wells**

A booklet from Ohio EPA's Division of Drinking Water to help businesses understand the injection control well requirements.

(6) **Class V Automotive Service Disposal Wells**

A booklet from Ohio EPA's Division of Drinking Water to help auto service companies understand the injection control well requirements.

Contact Jim Tichich of the SBAO at (614) 728-8575 or 1-800-329-7518 to obtain a free copy of any of these publications.

Articles in The Small Business Resource may be reprinted. As a courtesy, please contact the SBAO at (614) 7288573 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
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