

The Small Business Resource

In this issue

SBAO's Telephone Hotline	1
Finance Corner	2
☛ Ohio's Pollution Prevention Loan Program	
SBAO Plans for Workshops	2
New Resources	3
Air Issues	3
☛ 112(r) Risk Management Regulation	
Waste Issues	4
☛ Ohio's Universal Waste Rule	
☛ Underground Storage Tank Deadline	
Water Issues	5
☛ Wastewater Management and Pollution Prevention	
Learning the Lingo	5

The SBAO's Telephone Hotline

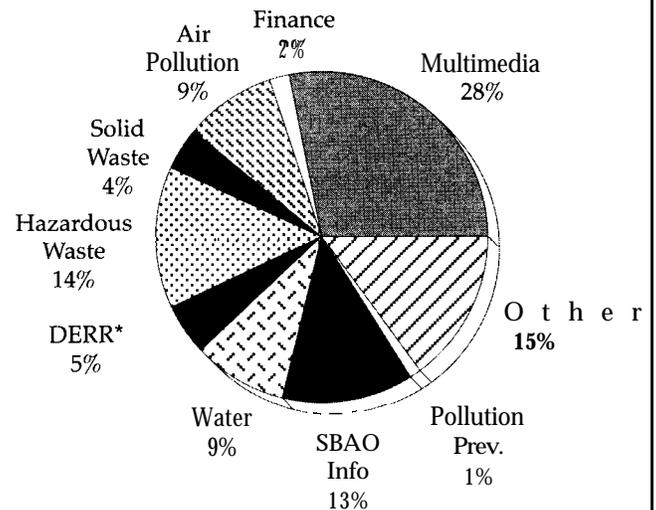
The SBAO's telephone hotline is the most frequently used service of the office. The toll-free hotline is open from 8 a.m. to 5 p.m. Monday through Friday. Small business owners can call the hotline and talk with an environmental specialist

about Ohio's environmental regulations. All calls are confidential, meaning that information received is not shared with agency inspection or enforcement staff.

Many questions received by the office are related to a specific Agency program (e.g., hazardous waste regulations). Others are multimedia requests, from businesses who need to know about compliance in all program areas (e.g., air, waste, water). See Figure 1.

The office received calls from many different types of businesses, as shown in Figure 2 (see page 5). If you have questions about the environmental regulations, you can call our hotline at 800-329-7518 (toll-free) or (614) 728-8573.&

Figure 1
1997 Compliance Assistance Requests
(percentage of total calls received by subject)



* DERR calls relate to site cleanup, property purchase, voluntary action program.

See Figure 2 on page 5...

Small Business Assistance Office Plans for Environmental Compliance Workshops

The SBAO recently surveyed some of its small business customers to gauge the level of interest in environmental compliance workshops in Central Ohio. Of the businesses responding to this survey, many expressed interest in attending short (one to three hours) workshops. Topics of interest include:

- What to expect during an Ohio EPA inspection
- Ohio EPA's hazardous waste generator regulations
- Ohio's air pollution regulations and permit requirements
- Wastewater discharges requirements
- How to decrease pollutants/emissions

The SBAO will be reviewing the survey results more closely and organizing the first workshops over the next month or so. The office will likely use direct mailings, its web site and newsletter to notify businesses in Central Ohio of upcoming workshops.

If you did not get a chance to complete our survey but would like to share your ideas with us, please contact Jim Tichich or Laurie Stevenson at 800-329-7518 or (614) 728-8573. ☼



Finance Corner

Pollution Prevention Loans Now Available

Is 1998 the year to modernize and upgrade your equipment? The State of Ohio offers low-interest loans to Ohio manufacturers with fewer than 500

employees. Loans can be used to purchase equipment that

reduces pollution, improves energy efficiency or recycles resources. Loans are available from \$25,000 to \$350,000, at a fixed interest rate currently set at two-thirds of the prime rate. The loans can cover up to 75 percent of a project. Contact William Narotski, Office of Pollution Prevention (OPP), at (614) 728-1264 for more information or visit OPP's web page at <http://www.epa.state.oh.us/opp/pplp/pplpfact.html>. ☼



Know of an Important Small Business Event? Let the SBAO Know...

To reach small businesses, the SBAO sets up its information booth at conventions and trade shows in the Central Ohio area. At these shows, we distribute information about SBAO's services and talk with small business owners about their environmental compliance concerns. Perhaps you have talked with someone from the SBAO at an event.

The SBAO is always interested in knowing about trade shows, association meetings or other events where we can tell small businesses about the SBAO's services. If you know of an important event in the Central Ohio area that the SBAO may want to participate in, give Jim Tichich a call at 800-329-7518 or (614) 728-8573. ☼

Air Issues

Is Your Business Subject to the 112(r) Risk Requirements?

A provision of the Clean Air Act, taking effect June 1999, will impose additional requirements on companies handling certain hazardous substances. Facilities affected by this regulation are those that store one or more hazardous substance(s) above threshold quantities. The hazardous substance list includes 77 acutely toxic substances and 63 flammable gases. Common industrial chemicals on the list include ammonia, propane and chlorine. Threshold quantities for the chemicals are also included in the regulations and range from 500 to 20,000 pounds.

Small businesses that could be affected by the new requirement include some manufacturing operations, facilities using ammonia refrigeration systems (cold storage, food processors, food distributors, refrigerated warehouses), public water treatment systems, chemical wholesalers and distributors.

Affected facilities must develop a Risk Management Plan (RMP) if the facility stores more than the threshold quantity of any listed hazardous substances. The RMP must describe what steps the facility will take to prevent and control accidental releases of these substances. The detail required in the RMP depends on the risk associated with the regulated hazardous substance at each facility.

It's not too early to think about how these regulations may affect your business. For more information, contact the Division of Air Pollution Control, Small Business Assistance Program at (614) 644-4830 or visit the Ohio EPA's web page at <http://www.epa.state.oh.us/dapc/>. ☘



New Resources

There are five new free publications available through the SBAO.

(1) Fact Sheet: Mobile Power Washing and Environmental Regulations

This fact sheet describes the regulations and options for legally disposing of wash water generated by mobile power washing.

(2) Environmental Compliance Self Assessment Guide

Completing a series of checklist questions in this guidebook can help you determine if your business is subject to and complying with the environmental regulations. This guide can be used independently by a small business owner or with confidential help from the SBAO.

(3) SBAO 1997 Annual Report

Want to know more about the accomplishments of the SBAO during 1997? The office's annual report highlights activities over the past year.

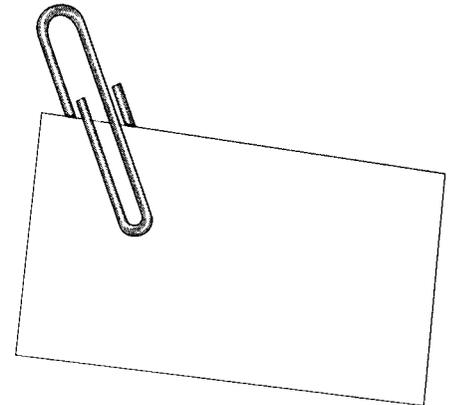
(4) Fact Sheet: Universal Waste Rule

This fact sheet provides an overview of the Universal Waste Rule. Published by Ohio EPA's Division of Hazardous Waste Management.

(5) Fact Sheet: Universal Waste Questions

Information about Ohio's Universal Waste Rule in a question and answer format. Published by Ohio EPA's Division of Hazardous Waste Management.

Two new videotapes are available from the SBAO on a no-cost temporary loan basis.



(1) "An Ounce of Prevention: The Advantages of Reducing Waste"

Five small business owners in Ohio explain how they improved their operations by focusing on waste reduction. Information presented can help other small businesses identify waste reduction opportunities. Produced by Ohio EPA. (24 minutes)

(2) "Responsible Practices: Servicing and Disposing of Refrigeration Equipment"

This video describes the type of equipment that may contain banned chlorofluorocarbons (CFCs) such as air conditioners, refrigerators and industrial chillers. It describes the technician certification requirements and the equipment/procedures needed for safe removal of CFCs. The video also describes the verification procedures required before equipment can be disposed of legally. Produced by U.S. EPA. (20 minutes)

Call the SBAO at 800-329-7518 or (614) 728-8573 to receive a free copy of these publications or to borrow the videotapes. ☘

Waste Issues

1998 Deadline Approaches for Underground Storage Tanks

U.S. EPA's deadline is fast approaching for upgrading or replacing underground storage tanks (USTs) used for storage of petroleum product or hazardous substances. By December 22, 1998 business owners with existing USTs (those installed before 12/22/88) must either:

- Add spill, overfill and corrosion protection to the UST,
- Close the existing UST; or
- Replace the closed UST with a new UST

Business owners with USTs should be acting now to meet the December deadline. Without the protection provided by upgrading or replacing the UST, there is a greater possibility that the UST will leak, damage the environment and result in a costly cleanup.

The UST regulations are administered through Ohio's Department of Commerce, Division of State Fire Marshal, Bureau of Underground Storage Tank Regulations (BUSTR). BUSTR has several publications available to help you understand and comply with the December 1998 requirements. BUSTR staff can also help answer your underground storage tank questions. You can reach BUSTR at (614) 752-7938. Or write BUSTR for additional information at: State Fire Marshal's Office, P.O. Box 687, Reynoldsburg, Ohio 43068-9009.

Ohio's Universal Waste Rule

Ohio EPA's new universal waste rule helps establish alternatives to how certain high-volume, low-risk hazardous wastes can be managed. The new rule eases the regulatory burden on companies that collect, transport, recycle or dispose of these wastes. It is expected that the rule will help encourage recycling and keep these wastes out of municipal landfills.

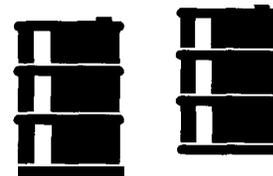
Definition of Universal Waste

The rule defines the following three categories of hazardous wastes as universal wastes:

- Hazardous Waste Pesticides that have been recalled by the manufacturer, banned from use under the Federal Insecticide, Fungicide and Rodenticide Act, are obsolete or have become damaged.
- Discarded Thermostats containing enough mercury to be considered a hazardous waste under the Toxic Characteristic Leaching Procedure (TCLP). This includes most thermostats used in homes and businesses.
- Hazardous Waste Spent Batteries such as nickel-cadmium (NiCad) batteries and other types, commonly used in businesses and homes.

Businesses Regulated Under the Universal Waste Rule

Businesses that manage universal wastes are subject to different requirements, depending on whether the business is considered a handler, transporter or destination facility.



Handlers are separated into two classifications. A small quantity handler has less than 5,000 kilograms (11,000 lbs.) of universal waste on their property at any time. A large quantity handler has more than 5,000 kilograms of universal waste on-site at any time. A company generating less than 100 kilograms (220 lbs.) of universal waste per month has the option of managing its universal waste under the universal waste rule or existing hazardous waste regulations for Conditionally Exempt Small Quantity Generators (CESQGs).

Handlers can store universal wastes on site for up to one year before the waste must be shipped off site. All handlers need to comply with packaging and labeling requirements and must ensure employees know how to properly handle wastes and respond to spills. Large quantity handlers must receive an identification number from Ohio EPA and keep records of universal waste shipments.

A universal waste transporter needs to comply with all U.S. D.O.T. shipping requirements but does not need to be a registered hazardous waste hauler. All universal wastes must be sent to a destination facility for recycling or disposal. All destination facilities are subject to the full hazardous waste requirements, including permitting.

If your business manages a universal waste, you need to be aware of these new requirements. For more information, please contact Ohio EPA's Division of Hazardous Waste Management at (614) 644-2934, or the SBAO at 800-329-7518. ☘

Water Issues



Wastewater Pollution Prevention Tips

Consider these ideas for water conservation and wastewater management.

- Have a program for detecting and fixing leaking pipes, valves and other equipment.
- Use mechanical cleaning methods (scrapers, squeegees, pipe pigs) and dry cleanup methods (brooms, dry vacuums) for equipment cleaning and housekeeping.
- Use high-pressure spray heads to conserve water in cleaning operations.
- Use automatic controls such as timers, to turn off process water during downtime.
- Use counter-current set ups for rinsing applications.
- Reuse wastewater in non-critical applications such as housekeeping operations.
- Investigate technologies to recycle water, including reverse osmosis or ultra filtration.

Need assistance? Contact Jeff Lewis in Ohio EPA's Office of Pollution Prevention at (614) 644-2812. ☘

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.

U.S. DOT - United States Department of Transportation. The U.S. DOT was formed in April 1967 and oversees activities that implement the National Transportation Policy. The U.S. DOT regulates highway, rail, waterway and air transportation in the U.S. The Coast Guard is also part of the U.S. DOT.

CFCs - CFCs is an acronym for a class of chemical compounds called "chlorofluorocarbons." CFCs have been used for many years in refrigeration and air conditioning systems because of their energy transfer efficiency. CFCs are suspected of causing ozone depletion in the earth's atmosphere and consequently their production has been banned in many countries including the United States.

SBAO's Telephone Hotline continued from page 1

**Figure 2
Compliance Assistance Requests in 1997
(by business type)**

Type of Business	Percent of Total Calls Received
Manufacturing (plastic, chemical, rubber, metal)	16 %
Other (e.g. funeral homes, churches, campgrounds, agricultural)	16 %
Government (other agencies, SBDCs, chambers)	14 %
Consultants	9 %
Auto (service, collision repair)	7 %
Contractors (HVAC, power washing, painting, wood)	7 %
Unknown (business type not specified)	7 %
Recycling	5 %
Vendors	4 %
Business Associations (trade groups)	3 %
Attorneys	3 %
Food Service	2 %
Printing/Photo	2 %
Dry Cleaning	2 %
Labs /Medical /Veterinary Clinics	2 %

Municipal Landfill - A landfill permitted for disposal of various solid wastes from community, commercial and agricultural sources. Examples of solid wastes include garbage, combustible and noncombustible waste materials, street dirt and debris. Solid wastes do not include materials that are infectious wastes or hazardous wastes.

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

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
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