



# The Small Business Resource

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## Small Business Assistance Office 1998 Highlights

The SBAO had another productive year, logging 553 compliance assistance calls on its hotline (800-329-7518) in 1998. The office continues to get calls from many different businesses such as dry cleaners, printers, contractors, auto service companies, manufacturers and others. In addition to responding to hotline calls, the SBAO conducted several on-site compliance assistance visits during the year.

One of the year's highlights was finishing our *Environmental Compliance Self-Assessment Guide*. The guide can be used by a small business owner to do a self-check on compliance with the environmental regulations. The SBAO has received positive feedback on this compliance tool, distributed to about 2,500 small businesses in Central Ohio to date. In addition to the self-assessment guide, the SBAO published several other resources including fact sheets, brochures and booklets. See the insert in this issue of The Small Business Resource to get your FREE copies of these publications.

During 1998 the SBAO also started to sponsor FREE environmental compliance workshops for small business owners in Central Ohio. Two different workshops are currently being offered. Business owners can learn how to prepare for an Ohio EPA inspection or learn more about the hazardous waste regulations that apply to small businesses. We're encouraged by the attendance and are planning to add more topics to our list of available workshops in 1999.

The SBAO looks forward to working further with small businesses in 1999. If you have any suggestions or environmental compliance needs that we could help with, please call us at 800-329-7518 or 614-728-8573. Your comments are always welcomed. ☞

Are you receiving the post-card announcements of the SBAO's FREE compliance workshops? If not, would you like to get on the mailing list?

If so, CALL US and let us know at 800-329-7518. Or, check the workshop box on the insert to this **newsletter and send to us by fax or mail.**

## Air Issues



### Does Your Business Need an Air Permit for Fugitive Dust?

Your business may be subject to Ohio EPA's air pollution control regulations because of **fugitive dust**, a form of particulate emissions. Common sources of fugitive dust include: roadways, parking areas, rock crushers, storage piles, material handling operations, cutting, sawing, sand blasting and others. However, every activity that creates a dust is not regulated. The regulations depend specifically on how fugitive dust is generated and where the fugitive dust source is located in Ohio.

A business with a fugitive dust source may be required to obtain a permit from the Ohio EPA, Division of Air Pollution Control. In addition, a business with a fugitive dust source may be required to take specific steps to reduce dust. For example, operational controls for a dusty parking area may include watering, sweeping or controlling the speed of vehicles in the area. Or, Ohio EPA may require other measures to eliminate fugitive dust, such as paving an area. A business must keep records of all measures taken to control fugitive dust and records of inspections done to see if control measures are working.

If you think your small business has a fugitive dust source, you can contact Ohio EPA's Small Business Assistance Program at 614-644-4830 for **FREE** and **CONFIDENTIAL** help. You can also contact the Division of Air Pollution Control at your local Ohio EPA District Office. For businesses in Central Ohio, call 614-728-3778, or visit Ohio EPA's Division of Air Pollution Control web site at <http://www.epa.state.oh.us/dapc/>. ☞

## Waste Issues

### Ohio's Hazardous Waste Regulations and Your Used Fluorescent Lamps

Although fluorescent lamps are long lasting and energy efficient, they eventually wear out and must be replaced. Each fluorescent lamp contains a small amount of mercury needed to make it work properly. However, if present in high enough concentrations, the mercury can also make the used fluorescent lamps a hazardous waste.

A used fluorescent lamp containing more than 0.2 parts per million ("ppm") of mercury is considered a hazardous waste. The mercury is measured by a lab test called the *toxicity characteristic leaching procedure*, or TCLP. Your fluorescent lamp supplier also may have information available on the amount of mercury in your lamps.

If you generate used fluorescent lamps from your business, options for handling the lamps include sending them off-site for disposal or recycling. If you are planning to send lamps off-site for disposal, these lamps **MUST** be evaluated first to determine if they are hazardous. Hazardous waste must be sent to a permitted hazardous waste disposal facility. Used fluorescent lamps **CANNOT** be disposed of as solid waste with your regular trash unless you can show that they are not hazardous waste.

The other option for managing used fluorescent lamps is to send them to a mercury recycling facility. Several companies, including some in Ohio, recycle mercury and other parts of fluorescent lamps. Used fluorescent lamps sent for mercury recycling do not have to be managed as hazardous waste in Ohio.

Ohio EPA's Division of Hazardous Waste (DHWM) has a fact sheet on managing fluorescent lamps and a list of lamp recyclers. To obtain these, call DHWM's Technical Support Unit at 614-644-2934 or the SBAO at 800-329-7518. ☞

## 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.

### *Indirect Wastewater*

#### **Discharge:**

Polluted wastewater that goes to a publicly owned treatment works (POTW) from a non-domestic source (for example, a business).



**Solid Waste:** Unwanted material from business, agricultural and community operations that is not harmful to public health such as: garbage, tires, street dirt and debris. Solid waste does not include any material that is an infectious or a hazardous waste.

### **Toxicity Characteristic Leaching**

**Procedure (TCLP):** A laboratory test used to detect the concentration of contaminants such as heavy metals (like mercury, cadmium or lead) and organics in waste. The concentration of a contaminant is expressed as parts per million (or ppm). Wastes that contain toxic contaminants in concentrations that are greater than regulatory levels are classified as hazardous wastes.

### **Wastewater Permit-to-Install (PTI):**

A permit-to-install (or PTI) must be obtained from Ohio EPA for the construction of a wastewater treatment or collection system. The PTI outlines technical and design requirements for construction of the system. A PTI can also be required if modifications are made to an existing wastewater treatment or collection system. ☞

## Water Issues

### Ohio EPA's Wastewater Pretreatment Program

Ohio EPA's Division of Surface Water regulates facilities that discharge industrial wastewater to local wastewater treatment plants (called publicly owned treatment works or POTWs). POTWs are specifically designed to treat sanitary wastes from rest rooms, sinks, etc., NOT industrial wastewaters that carry pollutants such as chemicals or heavy metals. Pretreatment programs are needed to ensure industrial wastewater discharges are properly controlled so they do not disrupt public sewer system operations.

*Pretreatment* is defined as eliminating or reducing the amount of pollutants in wastewater before discharging to a POTW. Businesses are commonly required to perform pretreatment activities such as: flow reduction, oil/grease removal, neutralizing pH, chemical precipitation or other forms of chemical, biological and physical treatment.

Ohio EPA has delegated the management of pretreatment programs to many POTWs. These approved POTWs run their pretreatment programs under Ohio EPA's oversight. Where Ohio EPA has not approved a local POTW's pretreatment program, Ohio EPA directly regulates industries that discharge to the POTW. You can contact Ohio EPA's Division of Surface Water to find out if your local POTW has an approved pretreatment program.

A business discharging industrial wastewater to an approved POTW needs to contact the POTW directly to discuss pretreatment requirements. If the POTW does not have an approved pretreatment program, the business may be required to get a discharge permit directly from Ohio EPA. Permission from the POTW for the discharge will also be required before Ohio EPA will issue a permit. If a business needs to construct wastewater treatment or storage

units, this activity requires a permit-to-install (or PTI) from Ohio EPA. These PTI requirements may also apply if the company modifies its wastewater units.

Even small businesses can be subject to the pretreatment requirements for industrial wastewater discharges. If you need more informa-

tion on complying with the pretreatment requirements, contact your local POTW or Ohio EPA District Office.

For businesses in Central Ohio, contact Vera Coutant, Ohio EPA, Division of Surface Water, at 614-728-3778. In addition, you can call Ohio EPA's Central Office, Division of Surface Water, at 614-644-2001. ☞

## Finance Corner

### Small Business Benefits From Clean Air Resource Center

Complying with the Clean Air Act Amendments of 1990 can be costly, especially for a small business. Purchasing pollution control equipment, hiring engineering consultants and redesigning processes are just a few of the possible costs. To take the sting out of compliance, Ohio's Clean Air Resource Center (CARC) offers financial assistance and free technical guidance. "The Center helps you explore alternative solutions," said Executive Director Mark Shanahan. "This program is designed for companies that don't have in-house expertise to figure out the best, most economical way to comply with the clean air standards."

The CARC puts businesses in touch with environmental engineers who can give advice on pollution prevention methods, emission measurement and pollution monitoring. Projects financed through the center are eligible for substantial tax benefits. Eligible projects are broadly defined to include pollution prevention, process changes and development costs, such as engineering and design. The CARC has financed projects from as little as \$20,000 for small businesses, including dry cleaners, manufacturing companies, gas stations, printers and others. To encourage small businesses to seek assistance, state law requires the center to protect the confidentiality of



all information received from businesses. No information obtained by the center can be used in an Ohio EPA enforcement action. To receive more information about how the CARC can help you, call the Clean Air Resource Center, 1-800-225-5051, or visit its website at <http://www.state.oh.us/carc/>.

### Tax Relief for Industrial Water Pollution Control Equipment

Tax relief is available for equipment purchased after 1965 to collect, treat, reduce or eliminate industrial wastewater discharges. If you have eligible equipment, you can obtain a tax certificate that exempts this equipment from personal property taxes, franchise taxes, sales and use taxes. The application requires an itemized list of equipment cost, a description of how the equipment is used and an application fee of \$500. To find out more about this program or to apply for a tax certificate, contact Jim Borton in Ohio EPA's Division of Surface Water at 614-644-2011. ☞

## Important Deadlines

### Emergency Planning and Community Right To Know Act (EPCRA) March 1 Deadline for Reports

Your business is subject to reporting requirements of EPCRA if you have more than 10,000 pounds of a “hazardous chemical” or more than the regulated amount of an “extremely hazardous substance” on site at any time during the year. A “hazardous chemical” is any material that needs to have a Material Safety Data Sheet (MSDS) under the OSHA regulations. An “extremely hazardous substance” is any of the 356 chemicals identified in the regulations, with regulated amounts ranging from one pound to 10,000 pounds.

Under the EPCRA regulations, you must send a notice to the State Emergency Response Commission (SERC), your Local Emergency Planning Committee (LEPC) and your local fire department. The notice must list the regulated hazardous chemicals and the extremely hazardous substances at your site. By March 1 of each year, you must also send a report to the SERC, LEPC and local fire department. The report must specify the amount and location of the regulated materials at your facility during the previous year.

If you have questions about these requirements or need more information about the required reports, please call Ohio EPA at 888-644-2260 or the Small Business Assistance Office at 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.

## The Small Business Resource

George V. Voinovich, Governor  
Nancy I? Hollister, Lt. Governor  
Donald R. Schregardus, Director

Program Manager:  
Laurie Stevenson

Editors:  
Jim Tichich  
Ryan Holter

Writers:  
Laurie Stevenson, Jim Tichich,  
Cesar Zapata, Art Coleman,  
and Ken Schultz.

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 431X6-1049  
(614) 728-8573  
[jim.tichich@epa.state.oh.us](mailto:jim.tichich@epa.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