

The Small Business Resource

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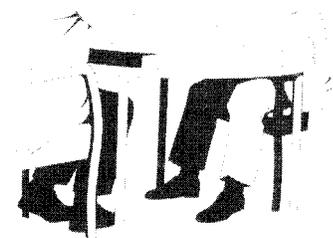
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An Introduction to Environmental Management Systems (EMS)

An Environmental Management System (EMS) is a continual cycle of planning, reviewing and improving the actions a company takes to help organize business priorities and improve environmental performance. An effective EMS helps identify causes of environmental problems and strategies for eliminating these problems. An EMS can save you money by helping find ways to reduce waste, increase efficiency and reduce costs.

Although a company does not have to certify its EMS, many do. Some industries, such as automotive manufacturers, are encouraging their suppliers to develop and certify their EMS. Usually, companies use ISO 14000 as a guide to form the EMS, which is then certified by an independent registrar.

Ohio EPA's regulations do not require a company to implement an EMS. However, since the EMS is focused in part on pollution prevention, Ohio EPA's Office of Pollution Prevention (OPP) helps companies that want to implement an EMS. If you are interested in developing an EMS for your company, OPP can provide you with technical information and assistance. The office also conducts free pollution prevention assessments to help companies identify ways to reduce wastes.



For more information about OPP's services, contact (614) 644-3469. Also visit U.S. EPA's Web site at www.epa.gov/ems/index.html for more resources, including an EMS implementation guide for small and medium-sized businesses.

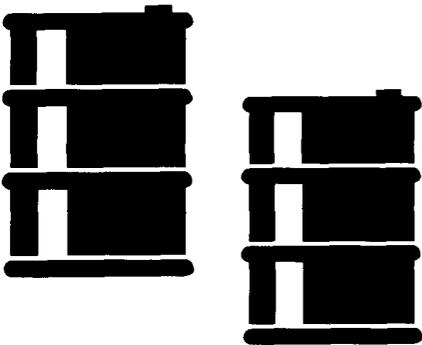
Waste Issues

New Determination Regarding Acetylene Cylinder Management and Disposal

Ohio EPA's Division of Hazardous Waste Management (DHWM) recently issued a regulatory determination regarding spent acetylene cylinders. This decision may make a difference in how you manage acetylene cylinders from your business.

DHWM recently concluded that spent acetylene cylinders do **not** meet the definition of "RCRA empty containers" until the acetone in the cylinders is removed. Acetylene cylinders have a porous core in which the acetylene is dissolved. These cores contain acetone in quantities up to 50 pounds, or 36 percent of the cylinder's capacity by weight.

If you generate spent acetylene cylinders at your business, you must manage these cylinders as an F003 hazardous waste. You need to make sure you comply with all hazardous waste generator requirements. You must manage the cylinders as a hazardous waste until the acetone is removed. This also means facilities that take spent cylinders from generators for either storage or acetone removal need to get a hazardous waste permit for these activities. If you send cylinders off-site for disposal / recycling, check with the receiving facility to make sure they have a permit and are aware of these new requirements.



DHWM expects to conduct outreach to cylinder distributors and others affected by this determination. If you have questions regarding acetylene cylinder management or disposal, please contact Rose Connelly or Jeff Mayhugh of the Division of Hazardous Waste Management at (614) 644-2917.

Ohio's Regulations for Used Oil Generators

In 1998, Ohio EPA revised its used oil regulations. The regulations are in Ohio Administrative Code (OAC) chapter 3745-279. Unlike the old used oil rules that applied primarily to used oil burning, the revised regulations apply to many different used oil activities. Businesses subject to the new regulations include those that generate, market, re-refine, process, transport or burn used oil.

Many small businesses are subject to the used oil rules; however, some are still not aware of these regulations. This article outlines the regulations that apply to used oil generators.

How is used oil generated?

Used oil commonly is generated through vehicle or equipment maintenance. Many different businesses generate used oil including manufacturers, machine shops, metal working industries, auto service stations and quick lube shops. Used oil is defined as a petroleum-based or synthetic oil that has been used and contaminated with physical or chemical impurities.

Used oil includes:

- engine oils from vehicles and equipment
- lubricating oil
- brake and transmission fluid
- hydraulic and cutting oils
- industrial process and insulating oils
- compressor and refrigerant oil

Used oil does NOT include:

- oil products
- cleanup materials from oil-product spills
- oil sludge from virgin oil storage tanks
- antifreeze
- kerosene
- petroleum distillate solvents

What are my responsibilities if I generate used oil?

The used oil regulations outline specific standards related to good housekeeping practices. Under these regulations, generators must:

- Label used oil containers or tanks with the words "Used Oil."
- Ensure used oil containers or tanks are in good condition (no leaks, rust).
- Clean up, contain and properly manage any materials from a used oil leak or spill.
- Use a transporter with an EPA identification number when shipping used oil off-site.
- Ensure that used oil is not mixed with other materials that might cause it to become a hazardous waste such as brake cleaner or solvents.

You may also be subject to regulations under other programs. If you store a large quantity of used oil in containers or tanks, you may need to develop a spill prevention plan (called an SPCC plan). Contact Ohio EPA's Division of Emergency and Remedial Response at (614) 644-2924 for more information.

If you store used oil in an underground tank, you may be subject to regulation by the Bureau of Underground Storage Tanks (BUSTR), Division of State Fire Marshal. Contact BUSTR for more information at (614) 752-7938.

Water Issues

The Regulation of Drinking Water Wells

It is estimated that more than one million water wells and test borings have been drilled in Ohio. Different state agencies regulate the construction of water wells, depending on the use of water and purpose of the well. If you operate a drinking water well, you need to be aware of these regulations.

Water wells used for public water supplies are regulated by Ohio EPA under Ohio Revised Code Section 6109. Public water systems fall into three categories:

- *Where people Live* - community water systems (municipal systems, rural water districts and mobile home parks)
- *Where people work* - non-transient, non-community water systems (schools, factories and office buildings)
- *Where people visit* - transient non-community water systems (parks, motels, restaurants and churches)

Definitions and construction regulations for these systems are described in Ohio Administrative Code Chapter 3745. A public water system provides water for human consumption. It has at least 15 service connections or regularly serves an average of 25 or more people daily for at least 60 days out of the year. Before drilling a public water well, Ohio EPA must approve the well site. In addition, Ohio EPA must approve detailed construction plans for the well before it is put into service. Operators of public water systems are also required to test drinking water and report the results to Ohio EPA.

Private water systems are regulated by the Ohio Department of Health under Ohio Revised Code Section 3701. Local health departments are responsible for running



private water system programs. A private water system also provides water for human consumption. It has less than 15 service connections and serves fewer than 25 people daily at least 60 days out of the year. Rules on construction, operating and sealing private water wells are found in the Ohio Administrative Code Chapter

3701-28. The local health department approves the siting of a private well and issues permits for installation.

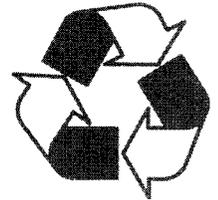
For any well that is sealed, a sealing report must be filed with the Division of Water, Ohio Department of Natural Resources (ODNR). For all wells, you must also file a well log with ODNR. If you have any additional questions about drinking water well requirements, contact your local Ohio EPA district office, Division of Drinking and Ground Waters.

Pollution Prevention Issues

Two Recycling Programs for Businesses in Franklin County

If your business is located in Franklin County, two recycling programs that can help you reduce waste and save money.

Just in Time Recycling is a pilot program offering free paper recycling services to small businesses. Participating businesses get a 90-gallon container for recyclable business paper, desk side containers for employees and free pick-up. Call (614) 871-8105 for more information on the program.



Re:ART & More is an innovative program targeting unwanted materials for reuse in arts and education. If your business throws away nonhazardous, clean materials that can be reused by artists or educators, consider giving these materials to the program. Re:ART & More maintains a warehouse where materials are collected, sorted, and reissued to educators and artists throughout Franklin County. Usable materials might include overstock supplies, overruns, office furniture or equipment, frames, mats, paper products, lumber, drywall, mylar, displays, marketing materials, foam core, plastic, fabric, and more. Call (614) 297-8561 for more information.

U.S. EPA's Compliance Assistance Centers Helpful Resources for Small Businesses

U.S. EPA's Office of Compliance, in partnership with industry, educational institutions and other agencies has established web-based Compliance Assistance Centers. A number of these centers are for specific small business sectors. The goals of the having these centers available are:

- To provide a place where small businesses can go to get comprehensive, easy to understand compliance information, targeted specifically to industry sectors.
- To create links via the Internet between the small business community and their technical and regulatory assistance providers.
- To produce plain-English guides, consolidated checklists, fact sheets and other tools needed by small businesses and their information providers.
- Provide easy access to information and technical assistance on waste minimization and pollution prevention technologies.

To date, ten Compliance Assistance Centers have been developed and cover the following sectors:

CCAR-GreenLink@

www.ccar-greenlink.org/

Helps the automotive service and repair community identify flexible, common sense ways to comply with environmental requirements.

National Metal Finishing Resource Center (NMFRC)

www.nmfrc.org/

Provides comprehensive environmental compliance, technical assistance, and pollution prevention information to the metal finishing industry.

ChemAlliance

www.chemalliance.org/

Provides innovative Web site features to direct chemical manufacturers to

information resources and plain-language compliance assistance material.

Paints and Coatings Resource Center

www.paintcenter.org/

Provides regulatory compliance and pollution prevention information to organic coating facilities, industry vendors and suppliers, and others.

Federal Facilities Compliance Assistance Center (FedSite)

<http://es.epa.gov/oeca/fedfac/cfa/>

The "first-stop" for information about environmental laws and regulations that affect Federal departments and agencies.

Printed Wiring Board Resource Center

www.pwbrc.org/

Provides regulatory compliance and pollution prevention information to printed wiring board manufacturers, industry vendors and suppliers, and others.

Local Government Environmental Assistance Network (LGEAN)

www.lgean.org/

Serves as a "first-stop-shop" by providing environmental management, planning, and regulatory information for local government officials, managers, and staff.

Printers' National Environmental Assistance Center (PNEAC)

www.pneac.org/home2.htm

Offers training, state regulatory compliance guides, and two e-mail discussion groups on technical and regulatory issues.

National Agriculture Compliance Assistance Center (Ag Center)

<http://es.epa.gov/oeca/ag/>

aghtml.html

Offers comprehensive easy-to-understand information on environmentally protective and agriculturally sound approaches to compliance.

Transportation Environmental Resource Center (TERC)

www.transource.org/

Provides compliance assistance information for each mode of transportation - air, shipping and barging, rail, and trucking.

If you have not had an opportunity to visit the compliance assistance center for your business, you should do so. You may find resources that are helpful to you in complying with the environmental regulations.

Fee Issues

Ohio EPA Storm Water General Permit Fees Increased

On July 1, 2001, fees for storm water general permit applications increased. The industrial storm water permit application fee is now \$350. The construction site storm water permit application fee is now \$200 to \$500, depending on the number of acres disturbed. As a reminder, under current storm water regulations, any construction activity disturbing five or more acres needs a storm water permit. For more information on these fee increases, visit Ohio EPA's Web site at www.epa.state.oh.us/dsw/storm/FeeIncrease.html.

Scrap Tire Fees Increase

The 123rd General Assembly increased the fee on the sale of replacement tires from 50 cents to \$1.00. This increase was effective September 5, 2001. If you have any questions, contact Ohio EPA's Division of Solid and Infectious Waste Management, Scrap Tire Program at (614) 644-2621.



Waste Issues continued from page 2

How do I manage my used oil?

You cannot dispose of used oil on your property by throwing it on the ground, down a septic system or into the trash! You must send your used oil to a disposal or recycling facility. The regulations encourage that used oil be recycled by companies through reconditioning, re-refining, reusing or burning for energy recovery. If you need a list of companies that can recycle your used oil, contact Ohio EPA's Division of Hazardous Waste Management at (614) 644-2917.

Can I burn used oil in a space heater at my business?

Ohio's used oil regulations allow companies to burn used oil in a space heater, provided the following conditions are met:

- you can only burn used oil generated from your business or from household oil changers (called do-it-yourselfers);
- the heater cannot have a burning capacity of more than 0.5 million BTUs per hour; and
- all combustion gases from the heater must be vented outside.

If you are going to burn used oil in a space heater, it's also important to contact your local Ohio EPA district office, Division of Air Pollution Control to check on any air regulations that might apply to this activity.

My local quick lube shop collects used oil. Can I take used oil from my business there?

Many quick lube shops collect used oil from household oil changers, which is allowed under the regulations. However, a business that

generates used oil cannot take it to a quick lube shop unless the shop is registered with Ohio EPA as a used oil collection center.

If the shop is registered as a collection center, you must have it transported there by a registered transporter. Or, you can deliver the used oil yourself if you transport less than 55 gallons at a time to the shop. In this situation, you do not need to register yourself as a used oil transporter.

Ohio EPA's Division of Hazardous Waste Management has a list of used oil collection centers. To find out if a company is on the list, contact (614) 644-2917.

My supplier will take back my used oil. Is this allowed?

If your supplier picks up your used oil, they must be registered with Ohio EPA as a used oil transporter. You should also be aware of how your supplier will handle the used oil, whether it will be reprocessed, burned, etc. Depending on how the used oil is managed, you may be subject to other requirements.

Are there any other used oil regulations I should know about?

Yes. You should know that Ohio's used oil regulations prohibit the use of used oil as a dust suppressant on parking lots, roadways, etc. This means that you cannot put used oil on the ground at your business to control dust.

If you are involved in any other used oil activities such as transporting, marketing or reprocessing, contact Ohio EPA's Division of Hazardous Waste Management for more information about the regulations that apply to these activities.

Where can I get more help?

If you have questions about used oil regulations and how they apply to your business, contact the Division of Hazardous Waste Management at (614) 644-2917 or your local Ohio EPA district office. You can also visit DHWM's Web site for fact sheets and other helpful information at www.epa.state.oh.us/dhwm/publications.html.

New Resources

Class I Composting Facility Requirements

A fact sheet from Ohio EPA's Division of Solid and Infectious Waste Management

Class II Composting Facility Requirements

A fact sheet from Ohio EPA's Division of Solid and Infectious Waste Management

Class III Composting Facility Requirements

A fact sheet from Ohio EPA's Division of Solid and Infectious Waste Management

Engineering Guide 71

A guide from Ohio EPA's Division of Air Pollution Control that outlines the requirements for reporting emissions from very small emission sources

Environmental Compliance Guide for Auto Salvage Yards

A guidebook from Ohio EPA's Small Business Assistance Office

Publications Catalog for Small Businesses

A catalog from Ohio EPA's Small Business Assistance Office

To get a copy of any of the above items, contact Ohio EPA's Small Business Assistance Office at (800) 329-7518.

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. We are currently planning our winter workshops.

To find out more about attending a workshop near you, contact the SBAO at (800) 329-7518 or (614) 728-8573. Hurry. Space is limited.



Learning the Lingo

ISO 14000: A set of international environmental management standards that cover environmental management systems, auditing, performance, labeling and product standards.

do-it-yourselfer: A homeowner who changes his/her own oil from their vehicle.

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