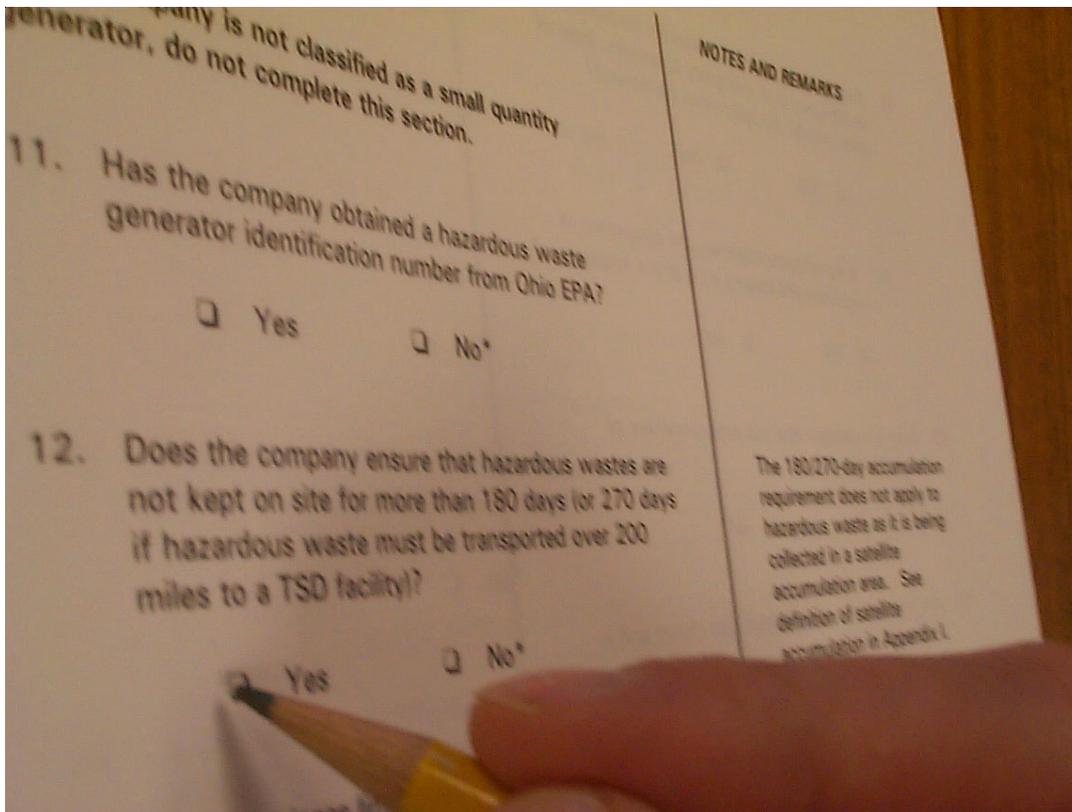


Small Business Environmental Compliance Self-Assessment Guide

A compliance tool for small businesses



any is not classified as a small quantity generator, do not complete this section.

11. Has the company obtained a hazardous waste generator identification number from Ohio EPA?

Yes No*

12. Does the company ensure that hazardous wastes are not kept on site for more than 180 days (or 270 days if hazardous waste must be transported over 200 miles to a TSD facility)?

Yes No*

NOTES AND REMARKS

The 180/270-day accumulation requirement does not apply to hazardous waste as it is being collected in a satellite accumulation area. See definition of satellite accumulator in Appendix I.

June 2006 (Update)

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June 2006

Dear Small Business Owner:

Ohio EPA recognizes that it can be a challenge to understand and keep up with all the regulations that apply to your business. Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) developed this self-assessment guide to provide small business owners with a starting point in identifying the regulations that apply to you and to help you determine if you are in compliance.

Business owners are encouraged to be proactive and perform compliance assessments regularly because this can help you:

- improve environmental quality;
- increase worker safety;
- identify ways to reduce pollution, recycle and possibly save money; and
- reduce the possibility of violations and penalties if you are ever inspected.

This guide highlights major areas of compliance. It does not address every environmental regulation and should not be used as your only tool for understanding the regulations. You'll need to review Ohio's environmental regulations and other materials to gain a complete understanding of the requirements.

Your answers to the questions in this guide will help you recognize areas where you are on track or where compliance needs to be improved. **The guide is designed for your use only and you do not need to return the results of your evaluation to Ohio EPA.**

If you have any questions about how to use this guide or about the regulations, contact OCAPP for help at (614) 644-3469 or (800) 329-7518. OCAPP is an independent, non-regulatory office within Ohio EPA and we offer FREE assistance to small businesses who need help complying with the regulations. Our environmental specialists are available to answer your questions and identify areas where your business is subject to regulation. We can also help you with permit applications or other forms.

Sincerely,

Laurie Stevenson

Laurie Stevenson, Chief
Office of Compliance Assistance and Pollution Prevention

EXAMPLES OF SMALL BUSINESSES THAT ARE SUBJECT TO ENVIRONMENTAL REGULATIONS

automobile repair shops	gasoline service stations
asphalt manufacturers	graphic arts
assembly shops	house/commercial building painters
auto body shops	laboratories
bakeries	laundromats
building cleaning & maintenance firms	leather manufacturers
car washes	manufacturing facilities
chemical manufacturers	metal plating operations
construction firms	photo processing
dentists	power washers
distilleries	print shops
doctors' offices	refrigeration/air conditioning service
dry cleaners	restaurants
educational & vocational shops	salvage yards
equipment repair firms	small engine repair shops
fuel oil distributors	solvent metal cleaners
foundries	trucking companies
funeral services	veterinary facilities
furniture manufacturing & repair	wood working & refinishing firms

DIRECTIONS FOR USING THE GUIDE

- (1) Read the summary of environmental laws at the beginning of each section.
- (2) Review each checklist question carefully and check the appropriate box.
- (3) If your selected answer is marked an asterisk (*) it could indicate a problem area to address.
- (4) Write down notes or comments in the guide and use this information to create a working list of issues that require further action.
- (5) Correct problems. For some compliance issues, you may need help from a professional, such as an environmental consultant. You also can contact OCAPP or your local Ohio EPA district office if you have questions or need help in a particular area.

The appendix materials will help you complete the checklists and include more detailed information about permitting, hazardous waste and reporting criteria. Appendix J includes definitions for terms or acronyms that might be used in the checklist.

DISCLAIMER:

This guide is a tool to help improve compliance with the environmental regulations. It does not cover all environmental regulations. Completing the checklists is not a guarantee that you are meeting all applicable state and federal regulations. It should be used as a first step in evaluating compliance. You will need to consult Ohio's regulations and other resources to help ensure that you are in full compliance.

WATER POLLUTION CONTROL LAWS AND REGULATIONS

Clean Water Act

The Clean Water Act (CWA) regulates discharges of pollutants to “waters of the state,” including streams, ditches, rivers and lakes. Any business with a discharge to waters of the state must get a permit from Ohio EPA. This permit, called a National Pollutant Discharge Elimination System (NPDES) permit, has limits on the pollutants allowed in the discharge and includes other conditions such as monitoring and reporting.

Businesses that discharge wastewater to a local wastewater/sewage treatment plant (also referred to as a publicly owned treatment works, or POTW) are also regulated. You must get permission from the POTW before discharging to them. You also may need an indirect discharge permit from the POTW or Ohio EPA. POTWs are primarily designed to handle sanitary sewage, not process-related wastewaters that can contain chemicals, metals, grease or other contaminants. If you have process-related wastewater going to a POTW, you may need to have a pretreatment system to remove pollutants from the wastewater before it can be discharged. If you need to install a pretreatment system, a permit-to-install (PTI) from Ohio EPA is required before construction.

The CWA was amended in 1987 to help prevent storm water from becoming contaminated with pollutants that could be carried away in runoff to nearby waterways. Facilities with certain SIC codes and other operations where there is a potential for storm water contamination from outdoor material handling or storage (for example, scrap metal yards, marinas and auto recyclers) are covered under the storm water program. Construction projects disturbing one or more acres are also regulated. If you are covered under the storm water program, you need a storm water NPDES permit from Ohio EPA and are required to develop a storm water pollution prevention plan (SWPPP).

Anyone who wants to discharge dredged or fill material into waters of the state must get a 401 water quality certification from Ohio EPA. In addition, the project requires a 404 permit from the U.S. Army Corp of Engineers or isolated wetlands permit from Ohio EPA. Examples of activities regulated under the 401/404 program include constructing or clearing in a wetland area, erosion protection, dredging, ditching or altering a stream.

Ohio’s water pollution control laws also cover sewer extension projects (constructing sewers, force mains, pump stations, etc.). Ohio EPA also regulates on-site sewage treatment/disposal systems at businesses, industrial and commercial operations. This includes situations where you are converting your home property to accommodate a business. Examples of on-site systems include, septic tank/leach fields, mound systems, drip irrigation systems and package plants. Wastewater collection, treatment and recycling units (including holding tanks, catch basins, oil/water separators) are also covered. You must get a PTI from Ohio EPA before installing a new system or modifying an existing system.

Ohio EPA’s Division of Surface Water (DSW) is responsible for the Clean Water Act related programs and for issuing permits.

Safe Drinking Water Act

The Safe Drinking Water Act (SDWA) was passed to protect sources of drinking water. The law sets water quality standards to ensure that drinking water is free from harmful contaminants like organics, heavy metals, radioactive and biological agents. Additional standards to control suspended solids, chlorides, iron and pH also help improve the quality of drinking water.

Under the SDWA, public water systems are subject to water quality monitoring and operating requirements. The regulations also cover the construction or modification of public water systems. Public water systems are those that have at least 15 connections or regularly provide drinking water to 25 or more people for 60 or more days per year. Providing water includes making water available for drinking, cooking, washing hands, washing dishes or bathing.

For the protection of ground water sources, there are also strict regulations and permitting requirements for companies that inject wastes underground. Businesses that dispose of industrial wastes in underground units like pits, wells or septic tanks are subject to the underground injection control (UIC) regulations.

Ohio EPA's Division of Drinking and Ground Waters is responsible for the Safe Drinking Water Act programs.

WATER POLLUTION CONTROL

WASTEWATER DISCHARGES

1. How is your sanitary (rest room) wastewater discharged? (Check all that apply)

- Discharged directly to the municipal sewage treatment plant
 - Discharged to a sewage treatment system that is on the property (for example a septic tank/leach field)
 - Other (specify below)
-

2. Does your business generate process-related wastewater?

- Yes No N/A

If yes, where does the wastewater go?

- Stream/ditch/other water body
 - Sewer to municipal treatment plant
 - An on-site well or pit
 - Storm sewer
 - A septic system or treatment plant located on the property
 - Hauled off-site for disposal (not discharged)
 - Other (specify)
-

3. If wastewater from your on-site sewage system or process is going directly to a stream, lake or other water body, do you have an NPDES (National Pollutant Discharge Elimination System) permit from Ohio EPA for the discharge(s)?

- Yes No* N/A

4. If process-related wastewater is going to your local sewage treatment plant, have you received permission from the plant for the discharge or obtained a permit for the discharge?

- Yes No* N/A

NOTES AND REMARKS

Your municipal sewage/wastewater treatment plant is also called a publicly owned treatment works (or POTW).

Examples of process wastewater include:

- wastewaters discharged from process units;
- wastewaters generated from maintenance/cleaning;
- boiler/cooling tower blowdown; and
- cooling water.

An NPDES permit also would be required for wastewaters discharged into a storm drain or ditch that could lead to a waterway.

5. If you do have permits referenced in either Question 3 or 4, are they up-to-date and are you in compliance with all the permit conditions?

- Yes No* N/A

6. Do you discharge any process-related wastes into an on-site sewage treatment system (for example, septic tank/leach field) or into a dry well?

- Yes* No N/A

CONSTRUCTING, MODIFYING AND OPERATING WASTEWATER UNITS

7. Do you operate or plan to install equipment to store, recycle or treat process wastewaters? (Examples include a holding tank, oil/water separator or catch basin)

- Yes No N/A

If yes, do you have a permit-to-install (PTI) for the unit(s) from Ohio EPA's Division of Surface Water?

- Yes No* N/A

8. Do you plan any changes that could increase the volume of your wastewater discharge or the quantity/type of pollutants in the discharge?

- Yes No N/A

If yes,

(a) Have you talked with your local Ohio EPA district office, Division of Surface Water about your plans?

- Yes No* N/A

(b) Do you have a permit-to-install (PTI) for modifying the system from Ohio EPA's Division of Surface Water?

- Yes No* N/A

NOTES AND REMARKS

Check to make sure your permits have not expired or don't need to be modified because of changes at your company.

Discharging process-related wastewaters into units like septic systems, drain fields, dry wells or pits is strictly regulated. Some discharge activities such as use of motor vehicle waste disposal wells are completely prohibited. For activities that are authorized, you need to submit an inventory form and may need to get a permit from Ohio EPA's Division of Drinking and Ground Waters.

ON-SITE SEWAGE TREATMENT/DISPOSAL SYSTEMS

9. Do you have an on-site sewage treatment system at your business (for example, septic tank/leach field, mound system)?

Yes No N/A

If yes, do you have a permit-to-install (PTI) for the system from Ohio EPA's Division of Surface Water?

Yes No* N/A

10. Do you plan to construct an on-site sewage treatment system or make changes to an existing system at your business (for example, expand capacity or upgrade equipment)?

Yes No N/A

If yes,

- (a) Have you talked with your Ohio EPA district office, Division of Surface Water about your plans?

Yes No* N/A

- (b) Do you have a permit-to-install (PTI) for the system from Ohio EPA's Division of Surface Water?

Yes No* N/A

STORM WATER MANAGEMENT

11. Does your business fall under any of the activities identified in categories 1-9 or 11 of Appendix A?

Yes No N/A

12. If you answered yes to Question 11, do you have an NPDES permit for the storm water discharge?

Yes No* N/A

OR;

Have you pursued a "no exposure" permit exemption from Ohio EPA for the storm water discharge?

Yes No* N/A

NOTES AND REMARKS

Questions 9 and 10 would include situations where you plan to construct a new system or make changes to an existing system to accommodate a home-based business.

Ohio EPA's storm water "no exposure exemption" applies to all categories of industrial activity, except construction. The exemption allows facilities that do not have process-related materials exposed to storm water to opt out of obtaining a storm water NPDES permit. Written certification of no exposure must be submitted to Ohio EPA and renewed at least once every five years. For those companies not pursuing the no exposure exemption, an NPDES permit is required.

13. Are there construction activities on your property (for example, clearing, grading or excavation) that will disturb one or more acres?

- Yes No

If yes, do you have an NPDES storm water permit for construction activities?

- Yes No* N/A

SECTION 401 WATER QUALITY CERTIFICATIONS

14. Are there construction activities occurring on your property near or involving a wetland, stream or lake?

- Yes No

If yes, do you have a 401 water quality certification from Ohio EPA's Division of Surface Water and a 404 permit from the Army Corps of Engineers (or State of Ohio isolated wetlands permit)?

- Yes No* N/A

PUBLIC WATER SUPPLY

15. Does the drinking water for your business come from an on-site well?

- Yes No N/A

16. If you answered yes to Question 15, does the well provide water for 25 or more people a day at least 60 days a year (includes employees and customers)?

- Yes No N/A

If yes,

(a) Did you get approval from Ohio EPA to install the system and do you have a license to operate the system?

- Yes No* N/A

(b) Is the water sampled and analyzed for contaminants and are you reporting these results as required by Ohio EPA's drinking water regulations?

- Yes No* N/A

NOTES AND REMARKS

Examples of activities requiring a 401 certification and permits include:

- construction of boat ramps;
- placement of riprap for erosion protection;
- placing fill;
- grading, dredging, ditching;
- building or mechanically clearing a wetland;
- construction of dams or dikes; and
- stream channelization or stream straightening.

If you have an on-site water system that meets the conditions outlined in Question 16, this is defined as a *public water system*. "Providing water" generally means that the water is available for drinking, cooking with, washing hands, washing dishes or bathing.

AIR POLLUTION CONTROL LAWS AND REGULATIONS

The Clean Air Act (CAA) regulates sources of air pollution, from manufacturing plants to cars and planes. National Ambient Air Quality Standards (NAAQS) established under the CAA protect public health and the environment. Some examples of regulated air pollutants include: volatile organic compounds, nitrogen dioxide, sulfur dioxide, heavy metals, carbon monoxide and toxic chemicals. The Clean Air Act has been amended several times to address problems such as acid rain, ozone depletion and air toxics.

Ohio's air pollution control regulations apply to many different sources of air pollution, including small business operations. Under these regulations, you are required to get permits for sources or activities that discharge pollutants to the air. Businesses need both a permit-to-install (PTI) and a permit-to-operate (PTO) for their activities. See Appendix B for examples of small business activities that typically require air permits.

Ohio's regulations also cover open burning. The pollutants released by open burning can cause health problems and also make it difficult to achieve air quality standards. For these reasons, open burning is strictly regulated and many types of burning, including burning waste from a business for purposes of disposal, are completely prohibited.

Demolition and renovation activities where asbestos may be present also are covered under Ohio's air pollution laws.

Ohio EPA's Division of Air Pollution Control is responsible for Clean Air Act programs. Some areas of the state have air pollution control agencies with responsibilities related to air regulations.

AIR POLLUTION CONTROL

GENERAL REQUIREMENTS

1. Have you identified your air emission sources?
 Yes No*

If no, your first step is to identify possible sources of air emissions. Questions 2 through 7 will provide a starting point.
2. Do you have a unit/process which has a stack or dust collector? (examples: shotblast cabinet, grinders)
 Yes* No
3. Do you have a process that uses paints, coatings, solvents, strippers, adhesives or inks? (examples: paint booths, printing press, surface coating, wood finishing, dip tanks)
 Yes* No
4. Do you have any units that burn oil, diesel, natural gas or coal? (examples: generator, incinerator, boiler, furnace, oven, process heater)
 Yes* No
5. Are you using tanks to store of materials such as solvents, petroleum products or wastes?
 Yes* No
6. Are you involved in metal finishing or metals recovery?
 Yes* No
7. Do you have activities that produce dust, smoke or odors? (examples: crusher, shredder, smelter, roadways, material handling areas, conveyers, grain mill)
 Yes* No
8. Do any of your air emission sources fit within any of the exemptions from Ohio EPA's air permit requirements?
 Yes No*

NOTES AND REMARKS

Units or activities that discharge air pollutants (for example, fumes, dust, gases) to the atmosphere are called air emission sources. Common air emission sources/activities are identified in Appendix B.

If you answered yes to any of the Questions 2 through 7, you need to determine whether these units fit under Ohio EPA's exemptions. There are exemptions for specific units and other small sources of emissions. If your units do not fit under these exemptions, you need air permits from Ohio EPA.

Each air contaminant source may require its own permit.

See Appendices C, D and E for air permit exemptions.

9. For air emission units/activities that do meet a specific permit exemption, do you know if the exemption requires that you keep records to show how you meet the exemption?

Yes No* N/A

10. If you do meet a permit exemption that requires record keeping, are you keeping this information in your file and is it up-to-date?

Yes No* N/A

11. For air emission units/activities that do not meet the permit exemptions, do you have the following permits?

(a) Permit-to-install (PTI) the source?

Yes No* N/A

(b) Permit-to-operate (PTO) the source?

Yes No* N/A

12. Are your air permits up-to-date?

Yes No* N/A

13. If you have a permit, are you familiar and in compliance with its terms and conditions?

Yes No* N/A

14. Are you planning any changes that will result in an increase in the quantity or type of air pollutants discharged?

Yes No

If yes,

(a) Have you talked with your Ohio EPA district office or local air agency about your plans?

Yes No* N/A

(b) Have submitted a new permit-to-install application or modification to your existing permit for these activities?

Yes No* N/A

NOTES AND REMARKS

For any emission source that meets one or more of the exemptions, no air pollution control permit is required. If you do have a unit that meets an exemption, you may need to keep information in your files to show how the emission sources fall under the exemption(s). The "de minimis" exemption, for example, requires that you keep specific records in file to show how you meet the exemption. Read the exemption language carefully for any record-keeping/reporting requirements.

Under the permit, you may be required to keep or submit certain records to Ohio EPA. It is very important that you read and understand your permit conditions. If you cannot find your permit, contact your Ohio EPA District Office or local air agency.

You need to contact your Ohio EPA district office (or local air office) about your proposed activities to determine if you need to have a new permit-to-install, or need to modify your existing permit.

ASBESTOS NOTIFICATION

15. Are you conducting or planning any demolition or renovation at your facility?

- Yes No

If yes,

(a) Have you notified Ohio EPA (or your local air agency) of your demolition/renovation activities, as required under the asbestos regulations?

- Yes No* N/A

(b) In addition to the notification requirements, are you aware of and in compliance with the applicable asbestos regulations for the project?

- Yes No* N/A

OPEN BURNING

16. Do you burn any materials at your business outdoors in a pile or burn barrel?

- Yes* No

NOTES AND REMARKS

Ohio's asbestos regulations require several things: provide notification of demolition or renovation activities, have authorized personnel conduct thorough inspections to determine the presence of asbestos, follow specific work practices and ensure proper disposal of asbestos-containing material.

A notification is a written notice of the intent to renovate or demolish. Every demolition project at a facility requires an asbestos notification, regardless of whether asbestos is involved.

Whether you need to provide notification for renovation is dependent upon the amount of regulated asbestos containing material (RACM) at the site.

Ohio's open burning regulations strictly prohibit open burning in most situations. You need to check with your local Ohio EPA district office (or local air agency) to see whether your activities are allowed.

WASTE LAWS AND REGULATIONS

Resource Conservation and Recovery Act (RCRA)

Under the Resource Conservation and Recovery Act (RCRA), Ohio EPA regulates solid and hazardous wastes. Under Ohio's RCRA programs, there are regulations for wastes such as trash, compost waste, scrap tires and construction/demolition debris. Waste haulers, composting facilities, transfer facilities and landfills are some of the handlers that need to meet specific requirements.

State regulations also cover facilities that handle infectious/medical wastes. The Division of Solid and Infectious Waste Management is responsible for Ohio EPA's solid and infectious waste programs.

Other parts of RCRA set management standards for hazardous wastes from point of generation to final disposal (called "cradle-to-grave" regulation). The regulations apply to anyone who generates, transports, treats, stores or disposes of hazardous waste. The regulations cover several areas, including on-site management, record keeping, off-site shipment and disposal. Used oil and "universal wastes" (including fluorescent lamps, batteries, pesticides and mercury-containing thermostats) are also regulated under RCRA.

Many small businesses are classified as hazardous waste generators and need to comply with the regulations. Appendix F includes more information on some of the common hazardous wastes generated from small businesses.

The Division of Hazardous Waste Management is responsible for enforcing Ohio EPA's hazardous waste, used oil and universal waste regulations.

**SOLID AND INFECTIOUS WASTE
CONSTRUCTION AND DEMOLITION DEBRIS**

1. Do you send recyclables such as cardboard, plastics, paper or scrap metal off for recycling?
 Yes No* N/A

2. Do you send solid wastes that cannot be recycled to a solid waste landfill?
 Yes No*

3. Do you store solid wastes on-site in a pile or landfill?
 Yes* No

4. Have you evaluated your solid wastes to make sure they do not meet the definition of hazardous or infectious waste?
 Yes No*

5. Do you generate, haul, store or dispose of scrap tires?
 Yes* No N/A

6. Do you generate, haul, store or dispose of infectious waste?
 Yes* No N/A

7. Do you store or dispose of construction and/or demolition debris?
 Yes* No N/A

8. Do you have composting activities at your business?
 Yes* No N/A

9. If you answered yes to any of the Question 5 through 8, are you aware of the Ohio EPA regulations that apply to these activities?
 Yes No* N/A

NOTES AND REMARKS

Solid wastes are unwanted materials such as garbage, tires, combustible and noncombustible material, street dirt, and debris. Solid waste do not include infectious wastes or a hazardous wastes.

HAZARDOUS WASTE

ALL GENERATORS GENERAL REQUIREMENTS

[All hazardous waste generator categories complete Questions 1 through 7.]

1. Have you evaluated all your wastes to determine whether they are classified as hazardous wastes?
 Yes No*

2. Have you calculated the amount of hazardous waste you generate in a calendar month to determine your hazardous waste generator status?
 Yes No*

If yes, what is your company's generator status?

Conditionally Exempt Small Quantity Generator (CESQG): Generate less than 100 kg (about 25 gallons) of hazardous waste in a calendar month.

Small Quantity Generator (SQG): Generate 100-1,000 kg (between 25 to 300 gallons) of hazardous waste in a calendar month.

Large Quantity Generator (LQG): Generate more than 1,000 kg (about 300 gallons) of waste in a calendar month or >1 kg of acutely hazardous waste in a calendar month.

3. Do you store your hazardous waste only in tanks or containers?
 Yes No*

4. Do you throw any hazardous waste in the trash dumpster, waste pile or onto the ground?
 Yes* No

NOTES AND REMARKS

Common hazardous waste from small businesses include:

- used solvents;
- solvent contaminated shop rags;
- waste paint, filters;
- listed process wastes (slags, sludges, etc.);
- off-spec chemicals;
- fluorescent light bulbs; and
- used batteries.

See Appendix F for more examples.

kg = kilograms
1 kg = 2.2 pounds

Hazardous waste generators are not allowed to collect hazardous wastes in pits, piles, lagoons or other land units without a permit from Ohio EPA.

5. When you walk through your business (both inside and outside), are there signs of spills, leaks or process discharges (for example, stained areas, stressed vegetation, pools of unknown substances)?

- Yes* No

If yes, have you identified the source of the problem and taken steps to correct it?

- Yes No* N/A

6. Do you put any hazardous wastes down the drain, sinks or into toilets?

- Yes* No

7. Do you send all hazardous waste off-site to a hazardous waste TSD or recycling facility?

- Yes No*

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS (CESQG) SPECIFIC REQUIREMENTS

If your company is not classified as a conditionally exempt small quantity generator, go to Question 9.

8. If you are a CESQG, do you ever store more than 1,000 kgs. (2,200 pounds) of hazardous waste on-site at any one time?

- Yes* No N/A

NOTES AND REMARKS

Some activities referenced in Question 6 may be allowable, if authorized by the local POTW or if they are covered under your company's wastewater discharge permit. Contact Ohio EPA's Division of Hazardous Waste Management and Division of Surface Water with questions.

A TSD facility is a hazardous waste treatment, storage or disposal facility.

If you are a CESQG and you accumulate more than 1,000 kgs. (2,200 pounds) of hazardous waste on your site, you become classified as a Small Quantity Generator (SQG) and must comply with the SQG regulations.

SMALL QUANTITY GENERATORS (SQG) SPECIFIC REQUIREMENTS

If your company is not classified as a small quantity generator, skip Questions 10 through 20.

9. Does your business have a hazardous waste generator identification number?

Yes No*

10. Do you store hazardous wastes at your business for more than 180 days (or 270 days if hazardous waste must be transported over 200 miles to a TSD facility)?

Yes* No

11. Do you store a total quantity of more than 6,000 kg of hazardous waste at your business?

Yes* No

12. Do you keep copies of manifests and land disposal restriction documents for off-site shipments of hazardous waste?

Yes No*

13. Is there always someone available from the business who can respond to an emergency (an emergency coordinator)?

Yes No*

15. Do you have all the following information posted by a telephone?

- (a) Name and phone number of emergency coordinator.
- (b) Location of fire and spill control equipment and fire alarm (if you have an alarm).
- (c) Telephone number of local fire department.

Yes No*

NOTES AND REMARKS

The 180/270-day accumulation requirement does not apply to hazardous waste as it is being collected in a satellite accumulation area. See the definition of satellite accumulation in Appendix J.

6,000 kg = about twenty nine 55-gallon drums.

15. Do you have equipment on-site that would be needed to respond to a hazardous waste-related emergency (examples: internal alarm or communication device, fire/spill control equipment)?

- Yes No*

16. Do you regularly inspect your emergency equipment and keep an inspection log?

- Yes No*

17. Do you label and date containers of hazardous waste?

- Yes No*

18. Are hazardous waste containers closed and in good condition?

- Yes No*

19. Do you conduct weekly inspections of your container storage area and keep an inspection log?

- Yes No*

20. Do you store hazardous waste in tanks?

- Yes No

If yes, are you aware of Ohio EPA's regulations regarding tank system installation, design and operation?

- Yes No* N/A

NOTES AND REMARKS

Although inspection of emergency equipment is required, the hazardous waste regulations do not require a specific inspection frequency.

LARGE QUANTITY GENERATORS - SPECIFIC REQUIREMENTS

If your company is not a large quantity generator, skip Questions 21 through 32.

21. Does your business have a hazardous waste generator identification number?

- Yes No*

22. Do you store hazardous wastes on site for more than 90 days?

- Yes* No

23. Do you keep copies of manifests and land disposal restriction documents for off-site shipments of hazardous waste?

- Yes No*

24. Do you have a hazardous waste-related personnel training program and do you keep records of annual training?

- Yes No*

25. Is there always someone available from the business who can respond to an emergency (an emergency coordinator)?

- Yes No*

26. Do you have a written contingency plan that outlines how you will respond to hazardous waste-related emergencies?

- Yes No*

If yes, have you sent a copy of the plan to local emergency authorities?

- Yes No*

27. Do you have equipment on-site that would be needed to respond to a hazardous waste-related emergency (examples: internal alarm or communication system, fire/spill control equipment)?

- Yes No*

NOTES AND REMARKS

The 90-day accumulation requirement does not apply to hazardous waste as it is being collected in a satellite accumulation area. See the definition of satellite accumulation in Appendix J.

28. Do you regularly inspect your emergency equipment and keep an inspection log?

- Yes No*

29. Do you label and date containers of hazardous waste?

- Yes No*

30. Are hazardous wastes containers closed and in good condition?

- Yes No*

31. Do you conduct weekly inspections of the container accumulation area and keep a log of the inspections?

- Yes No*

32. Do you store hazardous wastes in tanks?

- Yes No N/A

If yes, are you aware of the Ohio EPA's regulations regarding tank system installation, design and operation?

- Yes No* N/A

USED OIL AND UNIVERSAL WASTE REQUIREMENTS

33. Do you generate or handle used oil at your business?

- Yes No

If yes, are you aware of and complying with Ohio EPA's used oil regulations?

- Yes No* N/A

34. Do you generate wastes such as fluorescent lamps, batteries, pesticides or mercury thermostats?

- Yes No

If yes, are you aware of and complying with Ohio EPA's universal waste regulations?

- Yes No* N/A

NOTES AND REMARKS

Although inspection of emergency equipment is required, the hazardous waste regulations do not require a specific inspection frequency.

SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) REGULATION OIL POLLUTION PREVENTION

The Spill Prevention Control and Countermeasure (SPCC) regulations apply to non-transportation facilities that store certain quantities of oil. The definition of oil is very broad and includes materials such as fuel oils, mineral and vegetable oils, animal oils, lubricating oils, greases, used oil and oily mixtures. This regulation applies to facilities that have:

- total above ground oil storage capacity of more than 1,320 gallons; or
- total underground storage capacity more than 42,000 gallons. [This excludes tanks regulated by the State Fire Marshal's Office, Bureau of Underground Storage Tanks.]

The SPCC regulations apply to a company's total oil storage capacity, regardless of whether the tank or container is completely filled. This means that if you have a total above ground storage capacity of more than 1,320 gallons, the regulations apply to you. One exception, however, includes containers that are less than 55 gallons in size - you do not need to include these in determining your SPCC storage capacity.

Facilities regulated under this program have a "reasonable expectation" of discharging to a navigable waterway in the event of an oil spill. This includes potential discharges into storm sewers. So, even if your business is not located on or near a waterway, you could still be required to comply with the SPCC rules.

If you are subject to the SPCC rules, you must provide adequate secondary containment for oil or petroleum product storage and transfer areas to contain any releases. You must also prepare a written SPCC plan. This plan details the facility's oil storage practices and includes the procedures you would take in case of a spill. The plan also must include personnel training and facility security. The plan must be reviewed every five years, or whenever there is a change at the facility. In most cases, you are not required to send your plan to Ohio EPA or U.S. EPA, but it must be available at your business. However, if you have a single spill of more than 1,000 gallons of oil or have two releases within a year (more than 42 gallons each), you must submit the plan to U.S. EPA.

The SPCC regulations were revised in 1990 to include additional requirements for large facilities. Any facility that stores more than a million gallons of oil, is located within a sensitive environment or that conducts fuel transfers over water, must prepare a Facility Response Plan (FRP). This comprehensive spill response plan must be submitted to and approved by U.S. EPA. Typically, only very large facilities or facilities located directly on a waterway are subject to this requirement.

Small businesses could be subject to the SPCC regulation if storing oil, oil products or used oil on site. It is unlikely that a small business would be subject to the FRP requirements.

The SPCC regulations are federal regulations that fall under U.S. EPA's oversight. Ohio EPA's Division of Emergency and Remedial Response conducts investigations to assist U.S. EPA in monitoring compliance with the requirements. U.S. EPA is responsible for approving FRPs.

SPILL PREVENTION CONTROL AND COUNTERMEASURE REGULATION

GENERAL REQUIREMENTS

1. Are you storing oil, oil products or used oil in either of the following quantities?
 - (a) More than 1,320 gallons above ground?
 Yes No
 - (b) More than 42,000 gallons underground?
 Yes No
2. If you answered yes to either Question 1(a) or (b), have you provided secondary containment for storage and transfer areas to contain any releases?
 Yes No* N/A
3. Do you have a written Spill Prevention Control and Countermeasure (SPCC) plan?
 Yes No* N/A
4. Has a registered professional engineer certified your SPCC plan?
 Yes No* N/A
5. Have your employees been trained on the contents of the SPCC plan?
 Yes No* N/A
6. Do you review your SPCC plan at least once every five years?
 Yes No* N/A

NOTES AND REMARKS

The SPCC regulations apply to a company's total oil storage capacity, regardless of whether the tank or container is completely filled. If you have a total above ground storage capacity of more than 1,320 gallons, the regulations apply to you.

If you store oil in containers that are less than 55 gallons in size, you do not need to include these in your storage capacity calculations.

Draft amendments to the SPCC rules (proposed in December 2005) include an option to allow facilities that store less than 10,000 gallons of oil and meet other qualifying criteria to self-certify their SPCC Plans, in lieu of review and certification by a Professional Engineer. Check with your local district office, Division of Emergency and Remedial Response for updates on the rules, or visit U.S. EPA's Oil Program Web site at www.epa.gov/oilspill/.

The plan must be carried out during a spill. Revisions to the plan may also be required following a spill.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW LAWS AND REGULATIONS

The Superfund Amendments and Reauthorization Act (SARA) was signed into law in 1986. Title III of SARA is also known as the Emergency Planning and Community Right-to-Know Act (EPCRA). Reporting and other requirements of EPCRA are covered under these major sections:

Community Right-to-Know Reporting Requirements (Sections 311-312)

These sections establish reporting requirements for companies that store hazardous chemicals on site. These sections apply to any facility:

- * required by OSHA to have a Material Safety Data Sheet (MSDS) for a hazardous chemical; and
- * that has, for any one day in a calendar year, an amount of a hazardous chemical or extremely hazardous substance on-site in equal to or more than threshold limits.

Emergency Release Notification (Section 304)

Companies that have a release of any listed extremely hazardous substance of a reportable quantity must notify the state and local emergency planning commissions immediately. The reportable quantities for the extremely hazardous substances can be found

Ohio EPA's Division of Emergency and Remedial Response oversees Section 311, 312 and 304 reporting.

Toxic Chemical Release Inventory Reporting (Section 313)

Under this section, Ohio EPA is required to establish an inventory of routine toxic chemical emissions from certain facilities (called the Toxic Release Inventory or TRI). A facility must file a report under this section if it (1) has 10 or more full-time employees; (2) has specific SIC code(s); and (3) manufacturers/processes or otherwise uses listed toxic chemicals in more than threshold quantities.

Ohio EPA's Division of Air Pollution Control, Toxic Release Inventory Unit is responsible for the TRI program.

As a small business, you may be required to submit reports under these regulations if you have more than the "threshold" quantities of certain chemicals on-site. The list of chemicals and threshold quantities that trigger reporting are included in the regulations.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

1. Do you store chemicals that have a Material Safety Data Sheet (MSDS)?
- Yes No
2. For chemicals stored at your business, have you identified which would be classified as “hazardous chemicals” and “extremely hazardous substances?”
- Yes No* N/A
3. Do you store either hazardous chemicals or extremely hazardous substances in the following quantities?
- (a) For hazardous chemicals: More than 10,000 pounds?
- Yes No N/A
- (b) For extremely hazardous substances: More than the quantities listed in Appendix G?
- Yes No N/A
- If you answered yes to either 3(a) or 3(b), did you notify the State Emergency Response Commission (SERC) and Local Emergency Planning Committee (LEPC) in writing of the chemicals being stored?
- Yes No* N/A
- If you answered yes to either 3(a) or 3(b), did you also submit an annual Section 312 report to the SERC, LEPC and local fire department?
- Yes No* N/A

NOTES AND REMARKS

Almost all chemicals require Material Safety Data Sheets. If you are unfamiliar with the Material Safety Data Sheet and Hazard Communication Standards, contact your local Occupational Safety and Health Administration (OSHA) office for assistance.

Chemicals that require a Materials Safety Data Sheet are “hazardous chemicals.”

This list of “extremely hazardous substances” is a subset of hazardous chemicals. They are identified in a list of specific chemicals. (See Appendix G).

10,000 pounds = about 18 55-gallon drums

This written notification is called the Section 311 report. It is a one-time requirement and no specific form is needed. The company can either provide Material Safety Data Sheets for the chemicals or a list of chemicals.

The annual Section 312 report is due by March 1 of each year. You must use a specific form (either a Tier I or Tier II form).

4. Have you had a chemical release/spill of more than the reportable quantities at your business?

- Yes* No

If yes, did you notify the LEPC and Ohio EPA (and National Response Center if the spill was into navigable waters)?

- Yes No* N/A

TOXIC RELEASE INVENTORY (TRI)

5. Do you have 10 or more full-time employees?

- Yes No

6. Do you operate under any of the following SIC codes?

(a) SIC codes 20 through 39 (for manufacturing operations)?

- Yes No

OR

(b) any of the following SIC codes (non-manufacturing operations):

- SIC 10 (metal mining and related services)
- SIC 12 (coal mining and related services)
- SIC 49 (electric generation facilities)
- SIC 4953 (RCRA subtitle C refuse facilities)
- SIC 5169 (chemicals and allied products)
- SIC 5171 (petroleum bulk stations/terminals)
- SIC 7389 (business services NEC - those primarily engaged in solvent recovery services)

- Yes No

NOTE: If your answer to either Questions 5 or 6 is no, skip to Question 8.

NOTES AND REMARKS

The SERC's Chemical Inventory Reporting Compliance Manual has information on reportable quantities and reporting requirements (www.epa.state.oh.us/dapc/serc/invforms.html).

Manufacturing facilities in Standard Industrial Classification (SIC) codes 20-39 include: chemicals, petroleum refining, primary metals, fabricated metals, paper, rubber and plastics, and transportation equipment.

7. If you answered yes to both Questions 5 and 6:

Do you manufacture, import, process or otherwise use any of the TRI listed chemicals in greater than “threshold” quantities?

Yes No N/A

If yes, did you file a Section 313 Toxic Chemical Release Inventory Form R with U.S. EPA and Ohio EPA?

Yes No* N/A

CRO PROGRAM

8. Do you plan to cease operations at the site (for example, close down, move operations or sell operations)?

Yes No

If yes, are you aware of Ohio EPA's Cessation of Regulated Operations (CRO) requirements?

Yes No* N/A

NOTES AND REMARKS

The TRI regulations include the list of regulated chemicals and their threshold quantities.

Additional chemicals were added to TRI's toxic chemical list for the 2000 reporting year (beginning July 1, 2001). The reporting threshold was substantially lowered for some chemicals.

Contact the TRI Program at (614) 644-4830 if you have questions about TRI reports.

Ohio EPA's Division of Hazardous Waste Management (DHWM) is responsible for the CRO Program. Contact DHWM with questions.

TOXIC SUBSTANCES CONTROL ACT PCB LAWS AND REGULATIONS

The Toxic Substances Control Act (TSCA) was passed in 1976 and focuses on chemical raw materials. TSCA contains four parts:

- Title I Control of Toxic Substances;
- Title II Asbestos Hazard Emergency Response Act;
- Title III Indoor Radon Abatement Act; and
- Title IV Lead-Based Paint Exposure Reduction Act.

Under TSCA, chemical manufacturing companies must test toxic effects of new chemicals produced. Manufacturers and importers of new chemicals have reporting requirements under this program. TSCA is often regarded as a regulatory program that affects only chemical manufacturers. However, there are some provisions that apply to a broader group because TSCA includes regulations for polychlorinated biphenyls (PCBs), asbestos and chlorofluorocarbons (CFCs).

A small business may be subject to the TSCA requirements if it has any equipment on-site that contains PCBs. PCBs were widely used before 1979 to insulate electrical equipment such as transformers, capacitors, switches and voltage regulators (including lamp ballasts). PCBs were commonly found in hydraulic systems and heat transfer systems. Although the use of PCBs was banned around 1979, certain pieces of equipment containing PCBs were allowed to remain in service, provided that certain actions have been taken.

If your business has equipment that contains PCBs, there are specific requirements under TSCA that must be followed. Continued use of PCB electrical equipment is dependant on compliance with the use authorizations and marking requirements found in the PCB regulations. PCB regulations are found in Title 40 of the Code of Federal Regulations Part 761 (40 CFR 761).

U.S. EPA is currently responsible for the PCB program in Ohio. For more information, contact U.S. EPA Region V at (312) 353-2000 or (800) 621-2000.

TOXIC SUBSTANCES CONTROL ACT - PCBs

This section only applies if you have PCBs on-site. If you do not have PCBs at your company, do not complete this section.

1. Are your on-site PCB transformers:
 - (a) Inspected quarterly for leaks?
 Yes No* N/A
 - (b) Registered with U.S. EPA?
 Yes No* N/A
 - (c) Located away from combustible materials?
 Yes No* N/A
2. If transformers are located in or near commercial buildings (30 meters):
 - (a) Are they registered with building owner(s)?
 Yes No* N/A
 - (b) Do they have electrical fault protection?
 Yes No* N/A
3. Are PCB items marked with the PCB label?
 Yes No* N/A
4. Do you keep PCB records, including:
 - (a) Number of transformers and total weight of fluid?
 Yes No* N/A
 - (b) Number of PCB large capacitors?
 Yes No* N/A
 - (c) Weight and identification of PCBs in containers?
 Yes No* N/A

NOTES AND REMARKS

PCB transformer: Any transformer containing dielectric fluid with greater than 500 parts per million (ppm) PCBs.

Non-PCB transformer: Any transformer containing dielectric with less than 50 ppm PCB.

Small capacitors (containing less than 1.34 kg (3 lbs.) of dielectric fluid) and light ballasts manufactured between July 1, 1978 and July 1, 1998 should be marked "No PCBs."

The potting material in light ballasts manufactured before July 1, 1978 may contain greater than 50 parts per million (ppm) PCBs. Light ballasts containing greater than 50 ppm PCBs must be disposed as PCB waste.

Electrical equipment filled with oil containing between 50 and 499 ppm PCBs does not have to be marked.

Record-keeping is required when a facility has any of the following:

1. one or more PCB transformers;
2. 50 or more PCB large capacitors; or
3. 45 kg or more of PCBs in containers.

5. Do you store PCB articles or containers on-site prior to disposal? If so, does the storage area have:
- (a) A roof and walls to prevent rain water from reaching the PCBs?
- Yes No* N/A
- (b) Adequate flooring of impervious material with continuous curbing (minimum of 6" height)?
- Yes No* N/A
- (c) Drain valves, floor drains, expansion joints, sewer lines or other openings that would allow liquids to flow from the curbed area?
- Yes* No N/A
- (d) Is the area located away from any 100-year flood plain?
- Yes No* N/A
6. Is the storage area inspected at least once every 30 days?
- Yes No* N/A
7. Are any leaking PCB articles (transformers, capacitors, etc.) put in nonleaking containers?
- Yes No* N/A
8. Are all PCB articles and PCB containers marked with the date they were placed in storage?
- Yes No* N/A
9. Do you dispose of all PCBs at a TSCA approved disposal facility within one year from the date they are first placed in storage?
- Yes No* N/A
10. If you have had a spill, leak or fire involving PCBs, did you follow the regulatory requirements for reporting and clean up?
- Yes No* N/A

NOTES AND REMARKS

The following may be stored in a facility not meeting the requirements in Question 5 for a period of 30 days from the date of their removal from service:

- nonleaking PCB articles and PCB equipment;
- leaking PCB articles and equipment providing they are placed in a nonleaking PCB
- container with sufficient sorbent to absorb liquid PCBs;
- PCB containers with nonliquid PCBs such as contaminated soil, rags, and debris; or
- PCB containers with liquid PCBs at concentrations of 50 to 500 ppm, provided a Spill Prevention, Control and Countermeasure Plan has been prepared for the temporary storage facility.

All small capacitors are assumed to contain > 50 ppm PCBs and must be disposed of at a TSCA approved disposal facility. If demonstrated to be < 50 ppm PCBs, they can be disposed in a municipal solid waste landfill.

APPENDIX A
Industries Requiring an NPDES Permit for Storm Water Discharges

Category 1	Facilities subject to storm water effluent limitations guidelines, new source performance standards or toxic pollutant effluent standards under 40 CFR Subchapter N.
Category 2	Facilities under Standard Industrial Code (SIC) classifications 24 (except 2434), 26 (except 265 and 267), 28 (except 283), 29, 311, 32 (except 323), 33, 3441 and 373.
Category 3	Facilities under SIC classifications 10 through 14 (mineral industry).
Category 4	Hazardous waste treatment, storage or disposal facilities.
Category 5	Landfills, land application sites and open dumps that have received any industrial solid wastes.
Category 6	Facilities involved in recycling, including SIC classifications 5015 and 5093. This category includes metal scrap yards, battery reclaimers and auto salvage yards.
Category 7	Steam electric power generating facilities.
Category 8	Transportation facilities under SIC classifications 40, 41, 42 (except 4221-25), 43, 44, 45, and 5171, which have vehicle maintenance shops, equipment cleaning operations or airport deicing operations.
Category 9	Areas used in the storage, treatment, recycling or disposal of municipal or domestic sewage (not including farm lands, domestic gardens, or lands used for sludge management where sludge is beneficially reused or areas that meet Section 405 of the CWA).
Category 10	Construction activity that disturbs of one or more acres of land.
Category 11	Facilities under SIC classifications 20, 21, 22, 23, 2434, 25, 265, 267, 27, 283, 285, 30, 31 (except 311), 323, 34 (except 3441), 35, 36, 37 (except 373), 38, 39, and 4221-25 (and which are not otherwise included within categories 2-10).

APPENDIX B

Common Small Business Air Emission Sources/Activities

Below is a list of businesses and activities that are commonly required to get air permits. If you are involved in one or more of these activities, you need to be aware of the specific air quality regulations for each and discuss permitting requirements with Ohio EPA's Division of Air Pollution Control.

BUSINESSES THAT TYPICALLY REQUIRE AIR PERMITS

- Auto body shops
- Bakeries
- Bulk terminals
- Chemical manufacturing
- Crematories
- Dry cleaners
- Foundries
- Furniture manufacturing
- Gas stations
- Laboratories
- Metal finishing/plating
- Plastics manufacturing
- Printing/graphic arts
- Sand and gravel operations

OTHER INDUSTRIAL ACTIVITIES THAT MAY REQUIRE PERMITS

Manufacturing and Finishing

- Solvent cleaning
- Fermenters
- Electroplating/anodizing
- Surface coating
(wood, metal and plastics)
- Sandblasting and grinding
- Wood refinishing
- Painting
(paint booths, spray guns, dip tanks)

Combustion

- Internal combustion engines
(diesel generators, for example)
- Incinerators
- Boilers
- Industrial dryers
- Industrial ovens or furnaces

Storage and Materials Handling

- Solvent storage tanks
- Petroleum storage tanks
- Conveyors
- Bulk petroleum distribution
- Screeners and elevators
- Shredders and crushers

Miscellaneous

- Extraction units
- Metals recovery operations
- Agricultural milling

APPENDIX C
De Minimis Air Contaminant Source Exemption
Ohio Administrative Code 3745-15-05

Small or “de minimis” sources of air emissions at a business do not require an air permit from Ohio EPA. The de minimis exemption, found in Ohio Administrative Code 3745-15-05, specifically states that an air contaminant source is exempt from air permitting if potential emissions do not exceed 10 pounds per day for the following contaminants:

- particulate matter
- sulfur dioxide
- nitrogen oxides
- organic compounds
- carbon monoxide
- lead
- any other air contaminant

NOTE: The above exemption does not apply to a source if:

- ✓ a Clean Air Act requirement or other rules adopted by Ohio EPA limit the emissions of an air pollutant from the source to less than 10 pounds per day;
- ✓ the source emits radio nuclides;
- ✓ the source has air pollutant emissions in excess of 25 tons per year; or
- ✓ the source emits more than one ton per year of any hazardous air pollutants.

If any of your activities/units qualify for the de minimis exemption, you must keep records showing how your sources meet the exemption. Records include:

- information/description of how the emissions were determined to be de minimis (for example, MSD sheets, emission calculations, etc.);
- daily operating records that show the source was maintained at or below the exemption level (for example, daily records of paint/solvent use, equipment operating hours, etc.); and
- a description of any air pollution control equipment used and a copy of any testing conducted.

APPENDIX D
Air Permit-to-Install Exemptions
Ohio Administrative Code 3745-31-03

Some equipment and activities are not required to receive an Ohio EPA air permit for operation. Some common small business activities that are exempt from permitting are listed below. This list provides a general description of some common exemptions. Please refer to Ohio Administrative Code 3745-31-03 for additional information and a complete listing of exemptions.

- Fossil fuel-fired boilers/heaters that burn natural gas, distillate oil or liquid petroleum gas and operate under less than ten million British thermal units (BTUs) per hour.
- Fossil fuel or wood fuel-fired boilers/heaters operating under less than one million British thermal units per hour except units burning waste fuels or waste oil.
- Fossil fuel-fired furnaces/dryers that burn natural gas, distillate oil or liquid petroleum gas and operate under less than ten million British thermal units (BTUs) per hour and only emit products of fuel combustion and water vapor and where no melting or refining occurs nor where any burning of any material occurs.
- Tumblers for the cleaning/deburring metal products without abrasive blasting.
- Equipment for packaging lubricants and waterborne adhesives, coatings or binders.
- Equipment used to mix/blend materials at ambient temperature to make waterborne adhesives, coatings or binders.
- Bakery ovens for any of the following:
 - (1) Chemically leavened products or nonleavened products
 - (2) Yeast dough products that are not at a commercial bakery
 - (3) Having a total maximum production rate of less than or equal to one thousand pounds of yeast dough products per hour.
- Mixers and deep fat fryers (except fryers used to produce potato chips) where the products are intended for human consumption.
- Lab equipment and fume hoods used for chemical or physical analyses.
- Photographic process equipment by which an image is reproduced upon material sensitized to radiant energy.
- Injection molding equipment where no more than one million pounds of thermoplastic or thermo-setting resins are used per rolling twelve month period.
- Storage tanks for inorganic liquids including water (at standard temperature and pressure) except as described in OAC Rule 3745-31-03(A)(1)(I)(vii).
- Pressurized storage tanks for inorganic compounds or propane, butane, isobutane, and liquid petroleum gases.

- Storage tanks for liquids with a capacity of less than seven hundred gallons.
- Liquid organic storage tanks with a capacity:
 - (1) Less than 19,815 gallons and equipped with submerged fill (except gasoline storage tanks)
 - (2) More than 19,815 gallons but less than 39,894 gallons storing a liquid with a maximum true vapor pressure of 2.176 pounds per square inch and equipped with submerged fill
 - (3) More than 39,894 gallons storing a liquid with a maximum true vapor pressure of less than 0.508 pounds per square inch.
- Storage tanks for acids with less than or equal to 7,500 gallons capacity.
- Compression molding presses which use a thermosetting resin and involves a chemical reaction that converts the material (for example, polyesters, polyurethanes, epoxy, etc.) to a solid, insoluble state using a hardening or curing operation.
- Presses used exclusively for extruding clay.
- Farm storage tanks, silos and equipment used for food or grain production on the premises.
- Batch solvent recycling units with less than twenty gallons capacity.
- Non heat-set or sheet-fed printing presses with organic emissions of less than three tons per year.
- Equipment used to spray insecticides, pesticides and herbicides except at facilities producing these substances for sale or distribution.
- Solvent cold cleaners that meet the provisions of paragraph OAC rule 3745-21-09(O) and have a liquid surface area less than or equal to ten square feet or a reservoir opening of less than six inches in diameter.
- Inkjet printers.
- Grinding, machining, sanding, abrasive cleaning, pneumatic conveying and woodworking operations that have no visible emissions, venting inside of a building and emitting less than ten pounds per day of non particulate air contaminants.
- Parts washers and rinse tanks using detergent cleaners.
- Aluminum die-casting machines.
- Nonproduction research and development operations with a potential to emit less than one ton per year of any criteria pollutant from any source.
- Vegetable oil storage tanks, pumps and valves used in a vegetable processing operation.

- Gasoline or motor fuel dispensing facilities equipped with Stage I vapor controls and not located in following counties:

Ashtabula	Franklin	Lorain	Portage
Butler	Geauga	Lucas	Stark
Clark	Greene	Mahoning	Summit
Clermont	Hamilton	Medina	Trumbull
Cuyahoga	Lake	Miami	Warren
Delaware	Licking	Montgomery	Wood

- Gasoline or fuel dispensing facilities that have an individual maximum annual throughput of less than six thousand gallons per year.
- Maintenance welding.
- Arc welding where emissions are directed to a control device located and vented inside the building.
- Refrigerant reclaiming/recycling machines at motor vehicle repair facilities.
- Natural gas compressor engines used for maintenance activities with a heat input rate of no more than 10 million British thermal units per hour fired by natural gas, gasoline or distillate oil.
- Emergency electrical generators or emergency fire fighting water pumps less than or equal to 50 horsepower that burn gasoline, natural gas, distillate oil or liquid petroleum gas.
- Two or four stroke air-cooled gasoline powered engines no more than 20 horsepower used for lawn mowers, small electric generators, compressors, pumps, mini bikes, snow throwers, garden tractors or similar equipment.

NOTE: The exemptions do not apply to a combination of common emissions units that are a major stationary source or major modification, or to emissions units that the National Emissions Standards for Hazardous Air Pollutants applies (except for Subpart M, asbestos removal activities), or to emissions units that the “New Source Performance Standards” applies (except for Subpart AAA, residential wood heaters).

APPENDIX E
Air Permit-by-Rule Exemptions
Ohio Administrative Code 3745-31-03 (A)(4)

A permit-by-rule (PBR) is an option under the air regulations for certain types of low-emitting air pollution sources. It allows these facilities to demonstrate compliance with permit conditions written directly in the rules, versus going through the process of obtaining a traditional permit.

The PBR contains qualifying criteria, emission limitations, conditions for operation and requirements for record-keeping and reporting. Many of these requirements are similar or identical to those normally issued in air pollution permits for these sources. If you can demonstrate that an air pollution source meets the PBR criteria in the rules, you are not required to go through the permit application process. If the company cannot maintain compliance Ohio EPA has the authority to deny or revoke a company's ability to operate under the PBR provisions and require a traditional permit, .

The PBR option is available for the following activities:

- emergency electrical generators;
- resin injection/compression molding equipment;
- small crushing and screening plants;
- soil-vapor extraction and soil-liquid extraction remediation activities;
- auto body refinishing facilities;
- gasoline dispensing facilities;
- natural gas fired boilers and heaters; and
- printing facilities.

All PBRs include notification, record-keeping and reporting requirements.

Notification: If you want to claim a PBR exemption, you must submit a notification to Ohio EPA stating that your source meets the PBR qualifying criteria and that you will operate according to the PBR conditions. For new installations, the notification is required before installation. For previously permitted sources, you must request the change to a PBR in writing with the information above and receive approval from Ohio EPA.

Record-Keeping: Each PBR details the operating records you must keep. Examples include amount of material used, type of fuel burned and test records.

Reporting: If you are operating under a PBR exemption, you must report any violation of the PBR conditions or emissions that exceed the limitations specified in the PBR to Ohio EPA. It is critical that you are aware of these important reporting requirements.

For more information about the PBR exemptions contact your local Ohio EPA district office or local air agency, Ohio EPA's Office of Compliance Assistance and Pollution Prevention or visit the Agency's Web site (www.epa.state.oh.us/dapc/pbr/permitbyrule.html).

APPENDIX F

Common Hazardous Wastes Generated by Small Businesses

SOLVENTS

Spent solvents, solvent mixtures and distillation bottoms are often classified as hazardous wastes. The following list includes some commonly used hazardous solvents and associated hazardous waste codes for most listed hazardous waste solvents:

Benzene	F005	Methylene Chloride	F001, F002
Carbon Tetrachloride	F001	Mineral Spirits	D001
Chlorobenzene	F002	Naphtha	D001
Ethanol	D001	Petroleum Solvents	D001
Isobutanol	F005	1, 1,2-Trichloroethane	F002
Isopropanol	D001	Perchloroethylene	F001, F002
Kerosene	D001	Toluene	F005
Methyl Ethyl Ketone	F005	Trichloroethylene	F001, F002

IGNITABLE WASTES

Ignitable wastes include any liquids that have a flash point less than 140 degrees F (for a complete description of ignitable wastes, see OAC 3745-51-21). Examples are spent solvents, solvent still bottoms, epoxy resins and adhesives, and waste inks containing flammable solvents. Unless otherwise specified, all ignitable wastes have the waste code D001.

CORROSIVES

Acids, bases, or mixtures having a pH less than or equal to two or more or equal to 12.5 are considered corrosive (for a complete description of corrosive wastes, see OAC 3745-51-22). All corrosive materials and solutions have the waste code D002. The following are some more commonly used corrosives:

Hydrobromic Acid	Perchloric Acid	Sodium Hydroxide
Hydrochloric Acid	Phosphoric Acid	Sulfuric Acid
Hydrofluoric Acid	Potassium Hydroxide	Nitric Acid

HEAVY METALS/INORGANICS

Heavy metals and other inorganic waste materials are considered hazardous if the extract from a representative sample of the waste has any of the specific constituents concentrations as shown in OAC 3745-51-24, Table 1. Materials may include dusts, solutions, wastewater treatment sludges, paint wastes, and waste inks. The following list includes common heavy metals/inorganics and associated hazardous waste codes:

Arsenic	D004	Mercury	D009	Chromium	D007
Lead	D008	Cadmium	D006	Silver	D011
Barium	D005	Selenium	D010		

REACTIVES

Reactive wastes include materials or mixtures that are unstable, react violently with other materials, generate toxic gases or are explosive. Unless otherwise specified, all reactive wastes have the waste code D003. The following materials are commonly considered reactive:

Acetyl Chloride	Organic Peroxides
Chromic Acid	Perchlorates
Cyanides	Permanganates
Hypochlorites	Sulfides

SPENT PLATING AND CYANIDE WASTES

Spent plating wastes contain cleaning solutions and plating solutions with caustics, solvents, heavy metals, and cyanides. Cyanide wastes also may be generated from heat treatment operations, pigment production, and manufacturing of anti-caking agents. Plating wastes generally have the waste codes F006-F009, with F007 and F009 containing cyanide. Cyanide heat treating wastes generally have the waste codes F010-F012 (see OAC 3745-51-31 for a complete description of plating wastes).

WOOD PRESERVING AGENTS

The wastewater treatment sludges from wastewater treatment operations are considered hazardous. Bottom sediment sludges from the treatment of wastewater processes that use creosote and pentachlorophenol have the waste code K001. In addition, unless otherwise indicated, specific wood preserving compounds are: Copper Arsenate (D004), Creosote (U051) and Pentachlorophenol (F027).

LEAD ACID BATTERIES

Used lead-acid batteries that are not recycled are regulated as hazardous waste. Special requirements apply to businesses that recycle lead-acid batteries on their property.

Lead Dross	D008
Spent Acids	D002
Lead-Acid Batteries	D008

DRY CLEANING FILTRATION RESIDUES

Still residues and spent cartridge filters containing perchloroethylene are hazardous wastes and have the waste code F002. Still residues containing petroleum solvents with a flash point less than 140 degrees F are considered hazardous and have the waste code D001.

PESTICIDES

The pesticides listed below are hazardous. Wastes marked with an asterisk (*) have been designated acutely hazardous. See OAC 3745-51-32 for a complete listing of pesticide wastes.

Aldicarb*	P070	Heptachlor*	P059	Parathion*	P089
Amitrole	U011	Lindane	U129	Phorate*	P094
1-2 Dichloropropene	U084	Methyl Parathion*	P071		

APPENDIX G
List of Extremely Hazardous Substances
Ohio Administration Code 3750-20-30

Threshold quantity: Volume (pounds), to be used in determining whether or not a substance needs to be reported on the annual chemical inventory report. Where two numbers are given for a chemical, use the larger number only when the material is being stored as a solid (particle size larger than 100 microns). If particle size is less than 100 microns or the material is a liquid, use the lower value.

Chemical Name		Chemical Name	
Threshold Quantity (pounds)		Threshold Quantity (pounds)	
Acetone Cyanohydrin	500	Boron Trifluoride	500
Acetone Thiosemicarbazide	500/500	Boron Trifluoride compound with Methyl Ether (1:1)	500
Acrolein	500	Bromadiolone	100/500
Acrylamide	500/500	Bromine	500
Acrylonitrile	500	Cadmium Oxide	100/500
Acrylyl Chloride	100	Cadmium Stearate	500/500
Adiponitrile	500	Calcium arsenate	500/500
Aldicarb	100/500	Camphechlor	500/500
Aldrin	500/500	Cantharidin	100/500
Ally Alcohol	500	Carbachol Chloride	500/500
Allylamine	500	Carbamic acid, methyl-,0- (((2,4-Dimethyl-1, 3-Dithiolan-2-yl) Methylene)Amino)-	100/500
Aluminum Phosphide	500	Carbofuran	10/500
Aminopterin	500/500	Carbon Disulfide	500
Amiton	500	Carbophenothion	500
Amiton Oxalate	100/500	Chlordane	500
Ammonia	500	Chlorfenvinfos	500
Amphetamine	500	Chlorine	100
Aniline	500	Chlormephos	500
Aniline, 2,4,6-trimethyl-	500	Chlormequat Chloride	100/500
Antimony pentafluoride	500	Chloroacetic Acid	100/500
Antimycin A	500/500	Chloroethanol	500
ANTU	500/500	Chloroethyl Chloroformate	500
Arsenic pentoxide	100/500	Chloroform	500
Arsenous oxide	100/500	Chloromethyl ether	100
Arsenous trichloride	500	Chloromethyl methyl ether	100
Arsine	100	Chlorophacinone	100/500
Azinphos-Ethyl	100/500	Chloroxuron	500/500
Azinphos-Methyl	10/500	Chlorthiophos	500
Benzal Chloride	500	Chromic Chloride	1/500
Benzenamine,3-(trifluoromethyl)-	500	Cobalt Carbonyl	10/500
Benzene, 1-(chloromethyl)-4-nitro-	500/500	Cobalt, (2,2'-(1,2-Ethanediy)-bis- (nitrilomethylidyne)	100/500
Benzeneearsonic Acid	10/500	Colchicine	10/500
Benzimidazole,4, 5-Dichloro-2- (Trifluoromethyl)	500/500	Coumaphos	100/500
Benzotrichloride	100	Coumatetraiy	500/500
Benzyl Chloride	500	Cresol,o-	500/500
Benzyl Cyanide	500	Crimidine	100/500
Bicyclo[2.2.1]Heptane-2- Carbonitrile,5-chloro-6- (((Methylamino)Carbonyl)Oxy) Imino)-,(1s-(1-alpha, 2-beta, 4-alpha, 5-alpha, 6E))-	500/500	Crotonaldehyde, (E)-	500
Bis(Chloromethyl) Ketone	10/500	Crotonaldehyde	500
Bitoscanate	500/500	Cyanogen Bromide	500/500
Boron Trichloride	500	Cyanogen Iodide	500/500
		Cyanophos	500

Chemical Name	Threshold Quantity (pounds)	Chemical Name	Threshold Quantity (pounds)
Cyanuric Fluoride	100	Fluenetil	100/500
Cycloheximide	100/500	Fluorine	500
Cyclohexylamine	500	Fluoroacetamide	100/500
Decaborane (14)	500/500	Fluoroacetic Acid	10/500
Demeton	500	Fluoroacetyl Chloride	10
Demeton-S-Methyl	500	Fluorouracil	500/500
Dialifor	100/500	Fonofos	500
Diborane	100	Formaldehyde	500
Dichloroethyl ether	500	Formaldehyde Cyanohydrin	500
Dichloromethylphenylsilane	500	Formethanate Hydrochloride	500/500
Dichlorvos	500	Formothion	100
Dicrotophos	100	Formparanate	100/500
Diepoxybutane	500	Fosthietan	500
Diethyl Chlorophosphate	500	Fuberidazole	100/500
Digitoxin	100/500	Furan	500
Diglycidyl Ether	500	Gallium Trichloride	500/500
Digoxin	10/500	Hexachlorocyclopentadiene	100
Dimefox	500	Hexamethylenediamine,	
Dimethoate	500/500	N,N'-Dibutyl-	500
Dimethyl Phosphorochloridothioate	500	Hydrazine	500
Dimethyl sulfate	500	Hydrocyanic Acid (Hydrogen cyanide)	100
Dimethyl-p-Phenylenediamine	10/500	Hydrogen Chloride (gas only)	500
Dimethyldichlorosilane	500	Hydrogen Fluoride	100
1,1-Dimethylhydrazine	500	Hydrogen Peroxide (> 52%)	500
Dimetilan	500/500	Hydrogen Selenide	10
Dinitroresol	10/500	Hydrogen Sulfide	500
Dinoseb	100/500	Hydroquinone	500/500
Dinoterb	500/500	Iron, pentacarbonyl	100
Dioxathion	500	Isobenzan	100/500
Diphacinone	10/500	Isobutyronitrile	500
Diphosphoramidate, octamethyl-	100	Isocyanic Acid, 3,4	
Disulfoton	500	Dichlorophenyl Ester	500/500
Dithiazanine Iodide	500/500	Isodrin	100/500
Dithiobiuret	100/500	Isofluorophate	100
Emetine, Dihydrochloride	1/500	Isophorone Diisocyanate	500
Endosulfan	10/500	Isopropyl Chloroformate	500
Endothion	500/500	Isopropylmethylpyrazolyl	
Endrin	500/500	Dimethylcarbamate	500
Epichlorohydrin	500	Lactonitrile	500
EPN	100/500	Leptophos	500/500
Ergocalciferol	500/500	Lewisite	10
Ergotamine Tartrate	500/500	Lindane ("gamma-BHC")	500/500
Ethanesulfonyl Chloride, 2-Chloro-	500	Lithium Hydride	100
Ethanol, 1 2-Dichloro-, Acetate	500	Malononitrile	500/500
Ethion	500	Maganese, Tricarbonyl	
Ethoprophos	500	Methylcyclopentadienyl	100
Ethyl bis (2-Chloroethyl) Amine	500	Mechlorethamine	10
Ethylene Fluorohydrin	10	Mephosfolan	500
Ethylene oxide	500	Mercuric Acetate	500/500
Ethylenediamine	500	Mercuric Chloride	500/500
Ethyleneimine	500	Mercuric Oxide	500/500
Ethylthiocyanate	500	Methacrolein Diacetate	500
Fenamiphos	10/500	Methacrylic Anhydride	500
Fensulfothion	500	Methacrylonitrile	500

**Chemical Name
Threshold Quantity (pounds)**

Methacryloyl Chloride	100
Methacryloyloxyethylisocyanate	100
Methamidophos	100/500
Methanesulfonyl Fluoride	500
Methidathion	500/500
Methiocarb	500/500
Methomyl	500/500
Methoxyethylmercuric Acetate	500/500
Methyl 2-Chloroacrylate	500
Methyl bromide	500
Methyl Chloroformate	500
Methyl Hydrazine	500
Methyl Isocyanate	500
Methyl Isothiocyanate	500
Methyl Mercaptan	500
Methyl Phenkapton	500
Methyl Phosphonic Dichloride	100
Methyl Thiocyanate	500
Methyl Vinyl Ketone	10
Methylmercuric Dicyanamide	500/500
Methyltrichlorosilane	500
Metolcarb	100/500
Mevinphos	500
Mexacarbate	500/500
Mitomycin C	500/500
Monocrotophos	10/500
Muscimol	500/500
Mustard gas	500
Nickel carbonyl	1
Nicotine	100
Nicotine sulfate	100/500
Nitric Acid	500
Nitric Oxide	100
Nitrobenzene	500
Nitrocyclohexane	500
Nitrosodimethylamine	500
Nitrogen Dioxide	100
Norbormide	100/500
OrganoRhodiumComplex (PMN-82-147)	10/500
Ouabain	100/500
Oxamyl	100/500
Oxetane, 3,3-bis(Chloro methyl)-	500
Oxydisulfoton	500
Ozone	100
Paraquat	10/500
Paraquat methosulfate	10/500
Parathion	100
Parathion-Methyl	100/500
Paris green	500/500
Pentaborane	500
Pentadecylamine	100/500
Peracetic acid	500
Perchloromethylmercaptan	500

**Chemical Name
Threshold Quantity (pounds)**

Phenol	500/500
Phenol, 2,2'-Thiobis(4-Chloro-6-Methyl)-	100/500
Phenol, 3-(1-Methylethyl)-, methylcarbamate	500/500
Phenoxarsine, 10,10'-Oxydi-	500/500
Phenyl Dichloroarsine	500
Phenylhydrazine Hydrochloride	500/500
Phenylmercury Acetate	500/500
Phenylsilatrane	100/500
Phenylthiourea	100/500
Phorate	10
Phosacetim	100/500
Phosfolan	100/500
Phosgene	10
Phosphamidon	100
Phosphine	500
Phosphonothioic Acid, Methyl-,O-Ethyl O-(4-(Methylthio)Phenyl)Ester	500
Phosphonothioic Acid, Methyl-,S-(2-(bis(1-Methylethyl) Amino)Ethyl O-Ethyl Ester)	100
Phosphonothioic Acid, Methyl-,0-(Nitrophenyl) 0-Phenyl Ester	500
Phosphoric Acid, Dimethyl 4- (Methylthio)Phenyl Ester	500
Phosphorothioic Acid, 0,0-DiMethyl-S-(2-Methylthio) Ethyl Ester	500
Phosphorus	100
Phosphorus Oxychloride	500
Phosphorus Pentachloride	500
Phosphorous Trichloride	500
Physostigmine	100/500
Physostigmine, Salicylate	100/500
Picrotoxin	500/500
Piperidine	500
Pirimifos-Ethyl	500
Potassium arsenite	500/500
Potassium Cyanide	100
Potassium Silver Cyanide	500
Promecarb	500/500
Propargyl Bromide	10
Propiolactone, Beta	500
Propionitrile	500
Propionitrile, 3-Chloro-	500
Propiophenone, 4-Amino-	100/500
Propyl Chloroformate	500
Propylene Oxide	500
Propyleneimine	500
Prothoate	100/500
Pyrene	500/500
Pyridine, 2-Methyl-5-Vinyl-	500
Pyridine, 4-Amino-	500/500
Pyridine, 4-Nitro-, 1-Oxide	500/500

Chemical Name Threshold Quantity (pounds)		Chemical Name Threshold Quantity (pounds)	
Pyriminil	100/500	Titanium Tetrachloride	100
Salcomine	500/500	Toluene 2,4-Diisocyanate	500
Sarin	10	Toluene 2,6-Diisocyanate	100
Selenious acid	500/500	Trans-1,4-dichlorobutene	500
Selenium Oxychloride	500	Triamiphos	500/500
Semicarbazide Hydrochloride	500/500	Triazofos	500
Silane, (4-Aminobutyl)		Trichloroacetyl Chloride	500
Diethoxymethyl-	500	Trichloroethylsilane	500
Sodium Arsenate	500/500	Trichloranate	500
Sodium Arsenite	500/500	Trichlorophenylsilane	500
Sodium Azide (Na(N ₃))	500	Trichloro (Chloromethyl) Silane	100
Sodium Cacodylate	100/500	Trichloro (Dichlorophenyl) Silane	500
Sodium Cyanide (Na(CN))	100	Triethoxysilane	500
Sodium Fluoroacetate	10/500	Trimethylchlorosilane	500
Sodium Selenate	100/500	Trimethylolpropane Phosphite	100/500
Sodium Selenite	100/500	Trimethyltin Chloride	500/500
Sodium Tellurite	500/500	Triphenyltin Chloride	500/500
Stannane,Acetoxytriphenyl	500/500	Tris(2-Chloroethyl) amine	100
Strychnine	100/500	Valinomycin	500/500
Strychnine sulfate	100/500	Vanadium Pentoxide	100/500
Sulfotep	500	Vinyl Acetate (monomer)	500
Sulfoxide, 3-Chloropropyl Octyl	500	Warfarin	500/500
Sulfur Dioxide	500	Warfarin sodium	100/500
Sulfur Tetrafluoride	100	Xylylene Dichloride	100/500
Sulfur Trioxide	100	Zinc, Dichloro (4,4-Dimethyl-5	
Sulfuric Acid	500	(((Methylamino) Carboynl)Oxy)	
Tabun	10	Imino) Pentanenitrile)-(T-4)-	100/500
Tellurium Hexafluoride	100	Zinc Phosphide	500
TEPP	100		
Terbufos	100		
Tetraethyllead	100		
Tetraethyltin	100		
Tetramethyllead	100		
Tetranitromethane	500		
Thallium Sulfate	100/500		
Thallos Carbonate	100/500		
Thallos Chloride	100/500		
Thallos Malonate	100/500		
Thallos Sulfate	100/500		
Thiocarbazide	500/500		
Thiofanox	100/500		
Thionazin	500		
Thiophenol	500		
Thiosemicarbazide	100/500		
Thiourea, (2-Chlorophenyl)-	100/500		
Thiourea, (2-Methylphenyl)-	500/500		

APPENDIX H Identifying PCBs

The fluid used in electrical equipment was frequently marketed with trade names used by the manufacturer of the equipment. The nameplate of the electrical equipment will generally use this trade name to indicate the original contents of the unit. The following list includes some of these trade names and the companies that used them to help you recognize electrical equipment that may potentially contain PCBs. This list is not necessarily complete. PCBs have been used since 1929 and many companies that may have used PCBs are no longer in business. These names also may refer to a group of oils marketed by a company, of which only some contained PCBs. In addition, hydraulic fluids used in equipment in areas where heat or sparks may have ignited leaked oil also may have contained PCBs.

Aroclor (Monsanto)
Askarel* (Hevi-Duty Electric, Niagra Transformer Corp., Research-Cottrell)
Asbestol (American Corp.)
Chlorextol (Allis Chalmers)
Clophen (Bayer [Germany])
DK (Caffaro [Italy])
Diaclor (Sagmo Electric)
Dykanol (Cornell Dubilier)
EEC-18 (Niagra Transformer Corp., Power Zone Transformer)
Elemex (McGraw Edison)
Fenclor (Caffaro [Italy])
Hyvol (Aerovox)
Interteen (Westinghouse)
Kennechlor (Mitsubishi [Japan])
No-Flamol (Wagner)
Non-flammable Liquid (ITE Circuit Breaker Company)
Phenochlor (General Electric)
Pyralene (Prodalec [France])
Santotherm (Mitsubishi [Japan])

* Askarel is a generic name used for nonflammable insulating liquids in transformers and capacitors

APPENDIX I

Environmental Resources For Businesses

The regulations are complex and figuring out which ones apply to your business and whether you need an environmental permit can sometimes be confusing. If you are a new business owner and need some assistance with environmental regulations or Ohio EPA permits, several resources are available to you.

Office of Compliance Assistance and Pollution Prevention

www.epa.state.oh.us/ocapp
(800) 329-7518 or (614) 644-3469

The Office of Compliance Assistance and Pollution Prevention (OCAPP) provides compliance and pollution prevention assistance regarding environmental issues related to air, waste and water.

OCAPP can help you understand and comply with the environmental regulations, from air and water pollution to waste management. Services include a toll-free hotline, site visits, quarterly newsletter, assistance completing air permit application forms, environmental workshops and publications that explain environmental requirements in plain English. Benefits to working with OCAPP include help achieving compliance with environmental regulations; protecting your workers' health and safety; preserving natural resources; and reducing your liability and the potential for violations or penalties.

OCAPP is a not a regulatory program and information obtained by OCAPP staff is not shared with Ohio EPA inspection or enforcement staff.

Helpful Web Links

The links below will provide you with some helpful resources related to regulations and permitting. They do not, however, cover every requirement that you might be subject to. Visit Ohio EPA's main Web page for more information at www.epa.state.oh.us.

Air Permits

Ohio EPA Steps in Getting an Air Permit (includes links to application forms)
www.epa.state.oh.us/dapc/permits/permits.html

Asbestos Notification for Demolition and Renovation Activities

Division of Air Pollution Control Web Site
www.epa.state.oh.us/dapc/atu/asbestos/asbestos.html

Fact Sheet: Understanding the Asbestos Notification Requirements for Facility Demolition and Renovation Activities

www.epa.state.oh.us/ocapp/sb/publications/AsbestosNotification.pdf

Wastewater Treatment, Collection and Disposal Systems

Ohio EPA's Permit-to-Install Program (includes links to application forms)
www.epa.state.oh.us/dsw/pti/index.html

NPDES Permits

Division of Surface Water, NPDES Permits for Wastewater Discharges
(includes links to application forms)
<http://www.epa.state.oh.us/dsw/permits/permits.html>

Division of Surface Water, Storm Water Program Web Site

(includes links to application forms for both industrial sites and construction sites)
www.epa.state.oh.us/dsw/storm/index.html

Hazardous Waste

Ohio EPA's Hazardous Waste Generator Handbook
www.epa.state.oh.us/dhwm/pdf/gen_handbook.pdf

Public Water Systems

Ohio EPA's Division of Drinking and Ground Waters Web Site
www.epa.state.oh.us/ddagw/

Section 401 Water Quality Certification for Wetlands Activity

Division of Surface Water, Wetlands Program Web Site
www.epa.state.oh.us/dsw/401/401Section.html

General Resources

Ohio EPA's Online Permit Wizard
<http://epawebapps.epa.state.oh.us/PermitWizardWebApp/jsp/index.jsp>

Ohio EPA's Guide to Environmental Permitting

www.epa.state.oh.us/ocapp/sb/publications/permitguide.pdf

APPENDIX J

Common Environmental Terms

Air Emission:

Pollution discharged into the atmosphere from commercial or industrial facilities and from motor vehicle, locomotive or aircraft exhausts.

Air Pollutant:

Any substance in the air that could cause a threat to public health or the environment. Pollutants may be solid particles, liquid droplets or gases. Generally, they fall into the following categories: solids, sulfur compounds, volatile organic chemicals, nitrogen compounds, oxygen compounds, halogen compounds, radioactive compounds and odors.

Asbestos Abatement:

Procedures to control fiber released from asbestos-containing materials in a building or to remove them entirely. Abatement activities include removal, encapsulation, repair, enclosure, encasement and operation/maintenance programs.

CAS Registration Number:

A number assigned by the Chemical Abstracts Service to identify a chemical.

Categorical Pretreatment Standards:

Effluent limitations that apply to certain types of industrial facilities discharging into a municipal sewer system.

Code of Federal Regulations (CFR):

Rules promulgated under U.S. law, published in the Federal Register. The Code is divided into 50 titles that represent broad areas subject to federal regulation. Each title is divided into chapters according to the issuing agency and subdivided into parts covering specific regulatory areas.

Combined Sewers:

A sewer system that carries both sewage and storm water runoff.

Composting:

The controlled biological decomposition of organic material in the presence of air to form a humus-like material. Methods of composting include mechanical mixing and aerating, ventilating the materials by dropping them through a vertical series of aerated chambers, or placing the compost in piles out in the open air and mixing or turning it periodically.

Conditionally Exempt Small Quantity Generator:

Generators of less than 100 kilograms (220 pounds) per month of hazardous waste.

Construction and Demolition Waste:

Waste materials from construction, remodeling, repair and demolition of homes, commercial buildings, other structures and pavements.

Direct Discharger:

A municipal or industrial facility that introduces pollution through a defined conveyance or system such as outlet pipes; a point source.

EPCRA:

Emergency Planning and Community Right-to-Know Act

EPA Identification Number:

A 12-character, site specific identification number required by small and large quantity generators hazardous waste as well as hazardous waste transporters and TSD facilities.

Hazardous Waste:

Any waste that is listed in OAC 3745-51 (40 CFR 261) as being hazardous waste or that possesses at least one of the following four characteristics:

corrosivity: An aqueous material with a pH less than or equal to 2.0, or greater than or equal to 12.5, or a liquid that corrodes steel at a rate greater than 6.35 mm per year at a test temperature of 55 C (130F).

ignitability: A liquid having a flash point less than 140F (60C). Ignitable wastes also can include non-liquids, compressed gases and oxidizers.

reactivity: A solid waste which is unstable and can readily undergo violent change without detonating. Forms potentially explosive mixtures with water, generating toxic gases, vapors or fumes that can present a danger to human health or the environment.

toxicity: Waste containing the toxic constituents identified in OAC 3745-51-24 (40 CFR 261.24) in greater than regulatory levels. In general, toxicity is the ability of a substance to cause damage to tissue, impairment, illness, or death when ingested, inhaled or absorbed by the skin.

Incompatible Materials:

Materials that could cause dangerous reactions from direct contact with one another.

Indirect Discharge:

Facilities that discharge wastewater to a publicly owned waste-treatment system. Indirect dischargers can be commercial or industrial facilities with wastes entering local sewers.

Infectious Wastes:

Wastes that present a substantial threat to public health, including materials such as: cultures and stocks of infectious agents, laboratory wastes, pathological wastes, blood specimens, contaminated body parts and sharps.

Large Quantity Generators:

Facilities that generate 1,000 kilograms (2,200 pounds) or more of hazardous waste, or more than 1 kilogram (2.2 pounds) of acutely hazardous waste in any month.

Manifest:

Tracking document for hazardous waste from "cradle to grave" (generation through disposal).

Materials Safety Data Sheet (MSDS):

Part of the Hazard Communication Standards (HAZCOM) set up by the U.S. Occupational Safety and Health Administration (OSHA) to protect workers from chemical hazards. The MSDS provides the chemical composition of the substance being used, its trade name and name of the manufacturer, hazards associated with the substance, and precautions that workers should take to avoid such hazards.

Municipal Discharge:

Discharge of effluent from wastewater treatment plants that receive wastewater from households, commercial establishments and industries. Combined sewer/separate storm overflows are included in this category.

Multimedia:

Applying to all environmental media: land, water and air.

National Pollutant Discharge Elimination System (NPDES):

A provision of the Clean Water Act that prohibits discharge of pollutants into waters of the United States unless a permit is issued.

Navigable Waters:

Broadly defined under the Clean Water Act and Oil Pollution Act to include all waters used in interstate or foreign commerce, all interstate waters including wetlands, and waters such as lakes, rivers, streams, wetlands, sloughs, prairie potholes, wet meadows or natural ponds. Essentially, the term navigable waters refers to any natural surface water in the U.S.

Oil (Section 311(a)(1) of the Clean Water Act):

Defines oil as oil in any kind or in any form including, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil. This definition includes crude oil, petroleum and petroleum-refined products, and non-petroleum oils such as vegetable and animal oils.

POTWs (Publicly Owned Treatment Works):

Public sewage/wastewater treatment facilities.

Parts Per Billion (ppb)/Parts Per Million (ppm):

Units commonly used to express contamination ratios, as in establishing the maximum permissible amount of a contaminant in water, land or air.

Point Source:

A stationary location or fixed facility from which pollutants are discharged; any single identifiable source of pollution, for example a pipe, ditch, ship, ore pit or factory smokestack.

Pollutant:

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

Pretreatment:

Processes used to reduce or eliminate wastewater pollutants before they are discharged into publicly owned treatment works (POTWs).

Process Wastewater:

Any water that comes into contact with any raw material, product, byproduct or waste.

RCRA:

Resource Conservation and Recovery Act. Federal regulations affecting hazardous and non-hazardous waste.

SARA:

Superfund Amendments and Reauthorization Act. A 1986 amendment to the original "Superfund" law.

SIC Codes:

Standard Industrial Classification codes. An indexing and classification system of business types. The SIC was developed by the U.S. Department of Commerce and is used for census and statistical information.

Sanitary Sewers:

Underground pipes that carry only domestic or industrial waste, not storm water.

Sanitary Waste:

Waste discharged from sinks, showers, kitchens, rest rooms or other nonindustrial operations.

Satellite Accumulation Area (hazardous waste):

An area where hazardous waste is collected at or near the point of generation. Satellite accumulation areas are commonly located near a process line or in other areas like a maintenance garage, paint shop, electrical shop, welding shop or laboratory. The area must be under the control of the operator of the process generating the waste.

Septic Tank:

An underground storage tank for sanitary wastes from homes/businesses not connected to a sewer line. Waste goes directly from the home/business to the tank.

Small Quantity Generator (SQG):

A facility that generates more than 100 kilograms (220 pounds) and less than 1,000 kilograms (2,200 pounds) of hazardous waste in any month.

Solid Waste:

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

Stormwater:

Runoff from a storm event, snowmelt runoff, surface runoff and drainage.

Storm Sewer:

A system of pipes (separate from sanitary sewers) that carries only storm water runoff from buildings and land surfaces.

Surface Water:

All water naturally open to the atmosphere (rivers, lakes, reservoirs, streams, wetlands impoundments, seas, estuaries, etc.); also refers to springs, wells, or other collectors that are directly influenced by surface water.

TSD Facility:

A facility that conducts hazardous waste treatment, storage or disposal activities. Facilities must receive an Ohio EPA permit for these activities.

Toxicity Characteristic Leaching Procedure (TCLP):

A test used to classify materials as hazardous based upon the concentration of heavy metals (such as mercury, cadmium or lead) and organics.

APPENDIX K

General Environmental Permit/Information Summary

Use this page to record general information about your company, including permit and other identification numbers.

General Facility Information

Facility: _____

Address: _____

Facility Contact: _____ Title _____ Phone _____

Emergency Coordinator: _____ Title _____ Phone _____
(if different from facility contact)

Facility SIC/NAICS Codes: _____

Ohio EPA Permit/Notification Information

Air Emission Sources: Permit #(s) _____
(Attach additional pages if necessary) Effective date _____
Expiration date _____

Water Discharges NPDES or Indirect Discharges: Permit #(s) _____
Effective date _____
Expiration date _____

Storm Water Discharge: Permit #(s) _____
Effective date _____
Expiration date _____

Hazardous Waste Generator ID # _____

OhioEPA

District Offices



CDO Central District Office

122 S. Front St.
Columbus, OH 43215
(614) 728-3778
(614) 728-3898 Fax
(800) 686-2330
www.epa.state.oh.us/cdo

SEDO Southeast District Office

2195 Front St.
Logan, OH 43138
(740) 385-8501
(740) 385-6490 Fax
(800) 686-7330
www.epa.state.oh.us/sedo

NEDO Northeast District Office

2110 E. Auroa Rd.
Twinsburg, OH 44087
(330) 963-1200
(330) 487-0769 Fax
(800) 686-6330
www.epa.state.oh.us/nedo

SWDO Southwest District Office

401 E. Fifth St.
Dayton, OH 45402-6357
(937) 285-6357
(937) 285-6249 Fax
(800) 686-8930
<http://swdoweb.epa.state.oh.us>

NWDO Northwest District Office

347 N. Dunbridge Rd.
Bowling Green, OH 43402
(419) 352-8461
(419) 352-8468 Fax
(800) 686-6930
www.epa.state.oh.us/nwdo

Toll-free numbers are for citizens with questions or concerns about environmental issues. The regulated community should use the business line for routine business. Spills and emergencies should be reported to (800) 282-9378.

This guide was produced by:



Bob Taft, Governor
Joseph P. Koncelik, Director

Office of Compliance Assistance and Pollution Prevention (OCAPP)
122 South Front Street
P.O. Box 1049
Columbus, Ohio 43216-1049
Telephone : (800) 329-7518 or (614) 644-3469
www.epa.state.oh.us/ocapp

Please contact OCAPP with your comments and suggestions about this guide.

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