

The Small Business Resource

Spotlight on Dry Cleaners

This issue of the Small Business Assistance Office (SBAO) newsletter focuses on dry cleaners. It includes articles about common compliance issues for dry cleaners. We've also highlighted some resources that might be helpful to you in understanding and complying with the regulations.

The SBAO has been helping small businesses in Central Ohio with their compliance requirements since 1996. Services of the office include a telephone hotline, on-site visits, compliance workshops and a technical library with easy-to-understand publications. All services of the office are free and confidential.

We hope that the continued success of the program in Central Ohio will allow us to expand our services to other areas of the state. If you haven't taken advantage of the SBAO, you should. Working with the office to address environmental compliance issues, small businesses benefit by:

- protecting workers' health and safety;
- reducing environmental liability and the potential for noncompliance penalties;
- preserving environmental resources; and



- identifying ways to save money through pollution prevention.

For more information, contact the Small Business Assistance Office at (800) 329-7518, or visit our Web site at www.epa.state.oh.us/other/sbao.

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Water Issues

Ohio EPA's Wastewater Treatment Program

Ohio's wastewater pretreatment program helps to ensure that discharges to local wastewater treatment plants (POTWs) are properly controlled. In general, POTWs are specifically designed to treat sanitary wastes from rest rooms, sinks, etc. - NOT industrial wastewaters that can carry pollutants such as chemicals or heavy metals.

If industrial wastewater discharges to the POTW are not properly controlled, they could seriously disrupt public sewer system operations.

Pretreatment eliminates or reduces pollutants in wastewater before the wastewater is discharged to a POTW. Businesses are commonly required to perform pretreatment activities such as flow reduction, oil/grease removal, neutralizing pH, chemical precipitation or other forms of chemical, biological and physical treatment.

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

Businesses that discharge industrial wastewater to an approved POTW need to contact the POTW directly to discuss pretreatment requirements. If the POTW does not have an approved pretreatment program, you may be required to get a discharge permit directly from Ohio EPA. Permission from the POTW for the discharge is also required before Ohio EPA will issue a permit. If you need to construct wastewater treat-

ment or storage units, a permit-to-install (PTI) is required from Ohio EPA. PTI requirements may also apply if you modify your wastewater units.

Even small businesses such as dry cleaners can be subject to pretreatment requirements for industrial wastewater discharges. If you need more information on complying with the pretreatment requirements, contact your local POTW or Ohio EPA district office, Division of Surface Water.

Air Issues

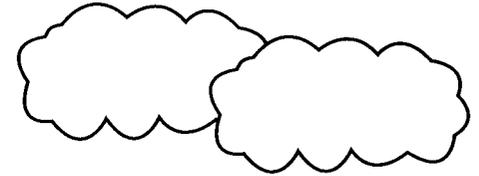
Controlling Air Emissions From Dry Cleaning

In September 1993, U.S. EPA finalized regulations known as the National Emission Standards for Hazardous Air Pollutants (NESHAP) to control air emissions of perchloroethylene (perc) from dry cleaners. Perc is regulated because it is toxic and a suspected carcinogen. Dry cleaners are the largest source of perc emissions in the United States. Since dry cleaners are located in many communities throughout the country, these emissions are often released in close proximity to large numbers of people.

How does this regulation affect you?

The regulation affects all dry cleaners who use perc in both transfer and dry-to-dry machines. The rule breaks dry cleaners into three separate categories: small-area sources, large-area sources and major sources. There are different requirements for each category. The requirements also differ for dry cleaners, depending on whether your equipment is "new" (installed on or after 12/9/91) or "existing" (installed before 12/9/91).

You need to determine what categories your business falls under to identify the air pollution require-



ments that apply to you. The following is a brief outline of these requirements.

Air Pollution Control Permits

All dry cleaners that use perc are required to obtain air permits from Ohio EPA or a local air authority. Permits are required for ALL dry cleaners, regardless of the size or age of the business, number of employees or quantity of perc used.

Two air permits are required for dry cleaners: the permit-to-install (PTI) and permit-to-operate (PTO). You need both permits for your dry cleaning equipment. The PTI is required before equipment is installed. The PTO is needed to maintain operation of the equipment after installation. It is also important to note that if you are already operating your business and discover that you need an air permit, you must still complete and submit both the PTI and PTO applications.

The permit will require that you limit air pollution emissions, and likely will require that you keep operating records. You must keep

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these records on site and available for review upon Ohio EPA's request.

Pollution Prevention Requirements

Pollution prevention involves reducing the amount of waste generated from a process. The regulations require all perc dry cleaners, regardless of size, to implement pollution prevention measures such as equipment inspections, good housekeeping, equipment operation and maintenance, and keeping records of perc usage.

Controlling Process and Fugitive Emissions

There are two sources of perc emissions at dry cleaning facilities: process emissions from the dry cleaning machine vent and fugitive emissions that escape during activities such as clothing transfer, equipment leaks or opening containers.

The regulations require that some dry cleaners control process vent emissions by using refrigerated condensers or carbon adsorbers. Fugitive emissions at transfer machines are controlled with room enclosures. Other fugitive emissions are controlled with leak detection/repair and pollution prevention activities like good housekeeping.

Reporting and Compliance

All dry cleaners are required to submit a one-time report to U.S. EPA stating how they comply with the pollution prevention requirements. Forms are available from Ohio EPA to help with this report. You only need to submit the report once, unless the facility undergoes a change (such as an increase in the amount of perc used or the purchase of new dry cleaning equipment).

As mentioned above, your company's permit may also require additional record keeping or reporting.

Where Can I Get Help?

Ohio EPA's Small Business Assistance Program can assist you in obtaining and completing permit application forms. The office also offers pollution prevention information, and can help you find financial assistance for environmental projects. All information and services are confidential and free to small businesses statewide. For more information, contact the Small Business Assistance Program at (614) 644-4830.

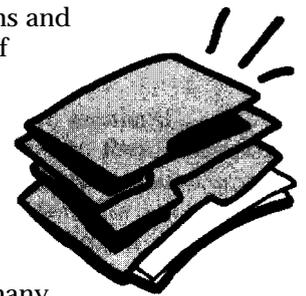
Understanding Your Air Permit

An Important Compliance Issue for Your Business

You went through all the time, effort and cost of getting an air pollution permit. Now that you've got it, you must be in compliance, right? The day you receive the permit in the mail, you can just file it away knowing that you are in compliance. Right? Not necessarily!

Just receiving an air permit is not a guarantee of continued compliance. Getting a permit is just the first step toward compliance. It is very important that you are aware of and follow ALL the "terms and conditions" of the permit to remain in compliance. To know which terms and conditions apply to your business, you must read your permit.

The "terms and conditions" of your permit include emission limits that your air pollution source must



meet. What many people fail to realize is that there may be other terms and conditions beyond emission limits. The most often overlooked item in an air permit is the requirement to keep records.

Make sure to read your permit. Most permits have a requirement for some kind of record keeping. For example, a dry cleaner may need to keep records on perchloroethylene usage. Many companies assume they can just pull out a purchase record at the end of the year, and this will be sufficient record keeping. While this may be sufficient sometimes, it often is not. Many permits require daily or monthly record keeping. Sometimes the permit also requires you submit records or reports to Ohio EPA. You must know the terms and conditions of the permit to be aware of these requirements. Failing to keep or send records as required by the permit may mean a violation for your company.

After taking the time and effort to apply for and receive an air pollution permit, don't let it all go to waste and risk possible violations by not following through on your responsibilities. **READ YOUR PERMIT!** It won't take long, but it may mean the difference between compliance and penalties.

Can you afford to risk it? If you don't understand the conditions of your permit, immediately call the Ohio EPA district office listed on your permit and ask for an explanation. If your business does not have an air permit and you need one, call the Small Business Assistance Program, Division of Air Pollution Control, (614) 644-4830.

Waste Issues

Identifying Hazardous Waste at Your Business

As a business owner, it is important to know if you generate a hazardous waste. Under Ohio EPA's regulations, all wastes generated from a business must be evaluated to see if they are hazardous or not. Ohio EPA has specific regulations for handling and disposing of hazardous waste. For businesses that generate hazardous waste, there are also record-keeping requirements to comply with.

If you do not know whether your business generates a hazardous waste, or if you are not properly managing hazardous wastes, you could face a violation or penalty.

What is a Hazardous Waste?

If you have a material that can no longer be used, it is considered a waste. There are two ways that your waste can be classified as hazardous:

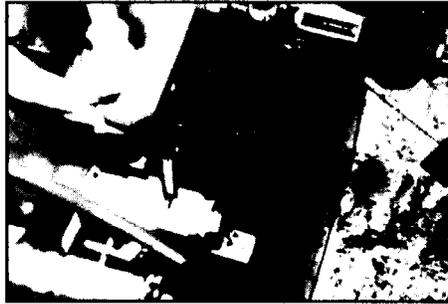
Listed Hazardous Wastes

If your waste appears on any one of the lists published in Ohio's hazardous waste regulations, it is a hazardous waste. These lists are published in the Ohio Administrative Code (OAC), rules 3745-51-31 through 3745-51-33. There are four different lists:

F wastes: F wastes come from general processes such as cleaning and degreasing.

K wastes: K wastes come from specific industrial processes, such as chemical or pesticide production, petroleum refining and metal manufacturing.

U wastes: U wastes include old, off-specification or discarded commercial chemicals. For example, if you have a process or lab chemical that has



One hazardous waste stream from dry cleaning is still bottoms. Hazardous waste containers must be closed unless you are adding or removing waste.

exceeded its shelf life and can't be used, this chemical may be a U waste.

P wastes: Like U wastes, I' wastes are also old, off-specification or discarded commercial chemicals. However, I' wastes are more toxic than U wastes.

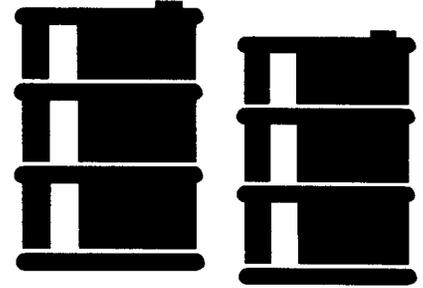
Each waste is assigned a hazardous waste code which includes either an F, K, I', or U followed by three digits (e.g., F001, K062, U122, P018).

Characteristic Hazardous Wastes

If your waste does not appear on the F, K, I' or U lists in Ohio EPA's regulations, your waste may still be regulated as hazardous waste if it possesses a hazardous characteristic. Under the regulations, there are four hazardous characteristics:

Ignitability: The waste has a flash point of less than 140 degrees F (60 degrees C), or could catch fire under certain circumstances. Ignitable hazardous wastes are assigned the EPA hazardous waste code of D001.

Corrosivity: The pH of the waste is very low (two or less) or very high (12.5 or greater). Or, the waste can corrode metal. Corrosive hazardous wastes are assigned the EPA hazardous waste code of D002.



Reactivity: The waste is unstable, reacts violently, explodes or produces toxic vapors under certain conditions. Reactive hazardous wastes are assigned the EPA hazardous waste code of D003.

Toxicity: The waste has specific toxic contaminants present in high enough concentrations to be harmful to humans or the environment. The toxic contaminants and their threshold levels are included in Ohio's hazardous waste regulations (OAC rule 3745-51-24). Examples include wastes that contain heavy metals (e.g., lead, chromium, mercury, cadmium) or certain chemicals (e.g., benzene, MEK, pesticides). Toxic hazardous wastes are assigned the EPA hazardous waste codes of D004 through D043, depending on the contaminant(s) present.

Knowing the EPA has codes that apply to your wastes is important, because these waste codes identify the specific type of waste generated by your company. They also help identify the waste as it is transported, treated and disposed. The waste codes are put on drum labels, the generator notification form, hazardous waste shipping manifests and other records.

Do Dry Cleaners Generate Hazardous Wastes?

Yes! Dry cleaners are hazardous waste generators. Even if a business generates only a small amount of waste, the waste must still be evalu-

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ated and, if hazardous, properly managed.

Hazardous waste from dry cleaning may include:

- Spent solvents and filter cartridges
- Perc distillation residues
- Cooked powder residues
- Unused perc
- Fluorescent bulbs containing mercury

Where Can I Get More Help?

If you have any questions about how to evaluate wastes from your business, or any other questions about Ohio's hazardous waste regulations, contact your local Ohio EPA district office, Division of Hazardous Waste Management.

EPA Hazardous Waste Identification Numbers

What is an EPA Identification Number?

It is a tracking number assigned by Ohio EPA's Division of Hazardous Waste Management (DHWM) for certain hazardous waste generators and other facilities that handle hazardous waste. Identification numbers are part of the nationwide effort to track hazardous waste from "cradle to grave."

Who Needs an Identification Number?

All facilities that generate more than 220 pounds of hazardous waste in a calendar month are required to obtain an EPA identification number.

This requirement is found in rule 3745-52-12 of the Ohio Administrative Code (OAC). Other facilities that need an identification number include:

- hazardous waste transporters;
- hazardous waste treatment, storage, and disposal facilities (TSDFs); and
- used oil recyclers.

How Do I Apply for an EPA Identification Number?

Contact the Division of Hazardous Waste Management at (614) 644-2917, and request a "Notification of Regulated Waste Activity" booklet (form 8700-12). Or, you can obtain the form from DHWM's Web site at www.epa.state.oh.us/dhwm/publications.html.

If My Company Generates Less Than 220 Pounds of Hazardous Waste Per Calendar Month, Do I Need an EPA Identification Number?

No. If your facility generates less than 220 pounds per calendar month, you are not required to get an identification number.

If My Company Moves to Another Location, Can I Take the EPA Identification Number to the New Location?

No. The EPA identification numbers are site-specific. They are used to track hazardous waste generated at a specific location. You need to request deactivation of the identification number for your old location by contacting DHWM. If your company will generate hazardous waste at the new location, you need to request a new identification number.

Are There Any Fees to Obtain an EPA Identification Number?

No. There are no fees to obtain an EPA identification number.

Where Can I Get More Help?

If you have additional questions about getting an EPA identification number, or have other questions about the hazardous waste regulations, contact the Division of Hazardous Waste Management at (614) 644-2917.

Ohio's CESQG Rules

Conditionally exempt small quantity generators (CESQGs) are facilities that generate less than 100 kilograms (220 lbs. or about 25 gallons) of hazardous waste in any calendar month. In Ohio, the rules regulating CESQGs are found in the Ohio Administrative Code (OAC) rule 3745-51-05.

There are two main requirements CESQGs in Ohio must follow. They must evaluate any waste they generate to determine whether it is hazardous and must deliver their hazardous wastes to a permitted hazardous waste facility for disposal.

There is no time limit on how long a CESQG may accumulate hazardous waste. However, once a CESQG has accumulated more than 1,000 kilograms (2,200 lbs.) of hazardous waste, the facility is considered a small quantity generator (SQG), and must remove the waste off-site within 180 days. SQG regulations are found in OAC chapter 3745-52.

Emergency Planning and Community Right-to-Know (EPCRA)

In general, Ohio's environmental regulations are usually equivalent to U.S. EPA's regulations. But, the CESQG rules are one area where the regulations are different. U.S. EPA's regulations allow for a CESQG to dispose of hazardous waste at a licensed solid waste disposal facility. Ohio's regulations are different, however, and they DO NOT allow CESQGs to dispose of hazardous waste at a solid waste disposal facility. Under Ohio's rules, a CESQG must dispose of hazardous waste at a permitted hazardous waste disposal facility. A CESQG may transport their own hazardous waste to a disposal facility.

For more information on the regulations for CESQGs, contact the Technical Support Unit in the Division of Hazardous Waste Management at (614) 644-2917.

Annual Reports Due March 1

Your company may be required to complete reports under the EPCRA regulations. The EPCRA reporting requirements apply to companies that are subject to OSHA's Hazard Communication Standard, and that use, produce or store the following substances:

- 10,000 pounds or more of a hazardous chemical; or
- the reportable threshold (one to 500 pounds, depending on the substance) or more of an extremely hazardous substance.

A hazardous chemical is any chemical covered by OSHA's Hazard Communication Standard. While there isn't a specific listing of hazardous chemicals, they include any chemical or chemical mixture that exhibits hazardous characteristics. Hazardous characteristics include: health, fire, or reactivity hazards, or the potential for a sudden release of pressure.

An extremely hazardous substance is any one of 360 chemicals on a specific list in EPA's regulations. Examples of extremely hazardous

Perchloroethylene is a hazardous chemical with an EPCRA reporting threshold of 10,000 pounds [equal to about 1,100 gallons].

Note that there may be other chemicals at your business that require reporting. Make sure to inventory all chemicals used.

substances include chlorine, ammonia and nitric acid. This list is found in Ohio Administrative Code rule 3745-50-10, or you can locate it on the Web at www.epa.state.oh.us/derr/dermain/html.

If your company handles either hazardous chemicals or extremely hazardous substances in greater than threshold quantities, you must file a report to the State Emergency Response Commission (SERC), your county's local emergency planning committee, and your local fire department by March 1.

For more information on this reporting requirement, contact Ohio EPA's Right-to-Know Office at (888) 644-2260 or visit the SERC Web page at www.epa.state.oh.us/derr/serc.

Finance Comer

Clean Air Resource Center

Financial Assistance for Small Businesses

If you need to purchase equipment that will improve air quality, the Clean Air Resource Center (CARC) can offer you better-cost financing with special tax incentives. The CARC is the small business program of the Ohio Air Quality Development Authority, an independent state agency. CARC's purpose is to help Ohio's small businesses understand Ohio EPA's air quality regulations, and find the financial resources needed to reach compliance.

CARC provides business loans to finance purchases of equipment that reduces air pollution or improves energy efficiency. Projects financed through CARC are exempt from some specific taxes. In addition, CARC has grant funds available to help cover loan-related closing costs. ↓

Projects eligible for loans include those related to pollution prevention, process changes and development (such as engineering and design projects). CARC has financed projects from as little as \$14,000 for small businesses such as manufacturing companies, gas stations and printers. In addition, CARC has been working with Ohio dry cleaners to help finance projects that result in cleaner emissions. To date, CARC has issued more than \$450,000 in financing to help cleaners purchase energy efficient dryers, solvent recovery systems and other environmentally friendly equipment.



CARC is not part of Ohio EPA, and it does not enforce air quality regulations. In fact, state law prohibits Ohio EPA from using information obtained by CARC in any enforcement action. CARC's programs simply make it easier for companies to become EPA compliant.

Want to learn more? Call Mark Shanahan at (800) 225-5051, or visit CARC's Web site at www.ohioairquality.org/CARC/CARCabout.html.

Tax Relief for Air and Water Pollution Control Equipment

Did you know that tax relief is available to businesses that purchase equipment to control air or water pollution? If you have eligible equipment, you can obtain a tax certificate that exempts this equipment from personal property taxes, franchise taxes, sales and use taxes.

For the water pollution control exemption, equipment must have been purchased after 1965. This application process also requires that you submit an itemized list of equipment costs and a description of how the equipment is used. There is also an application fee of \$500. To find out more about this program, or to apply for a tax certificate, contact Elizabeth Somogyi in Ohio EPA's Division of Surface Water at (614) 644-2025.

For the air pollution control exemption, you must either have a current Ohio EPA air permit or be able to demonstrate in writing that your air pollution sources are in compliance with Ohio EPA's regulations. For more information on this program, contact Ohio EPA's Division of Air Pollution Control at (614) 644-3600. Application forms and information on these tax exempt procedures are available from Gregory Cartier of the Ohio Department of Taxation at (614) 466-8581.

Ohio EPA District Offices

Central District Office

(614) 728-3778

Northeast District Office

(330) 963-1200

Northwest District Office

(419) 352-8461

Southeast District Office

(740) 385-8501

Southwest District Office

(937) 285-6357

SBAO

Small Business Assistance Office
Ohio EPA

Are you a small business owner? Do you have questions about environmental regulations?

If you need help understanding the regulations and how to comply with them, give us a call at 1-800-329-7518 or 614-728-8573.

Our services are **FREE** and **CONFIDENTIAL**



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