



# Small Business Ombudsman UPDATE



United States Environmental Protection Agency  
Washington, DC 20460

Small Business Division Publication  
National Hotline 800-368-5888

January 2006  
www.epa.gov/sbo

## INSIDE

### Page

Small Business Division (SBD) .....	2
Accomplishments in 2005 .....	3
Small Bus Strategy Continuing Prog ...	4
Benchmarking Env Perf .....	5
Multimedia Initiative Update .....	6
National CAP Recent Activities .....	7
National CAP Members .....	8
Small Biz Env Home Page .....	9
Multimedia Peer Center .....	12
2006 SBO/SBAP Nat'l Conference .	13
2006 Mandatory Program Training .	14
EPA Management Team .....	15
Key Positions in EPA Senior Mgt ...	16
Res Wood Smoke Reduction Init .....	17
MACT Tools .....	19
2004 TRI Data Release .....	23
Chemical Accident Prevention .....	24
E-Rulemaking Initiative Update .....	25
EPA Regulatory Agenda .....	26
Clean Air Act (CAA) .....	27
Clean Water Act (CWA) .....	28
Safe Drinking Water Act (SDWA) ....	30
Title V Exemptions .....	33
Hazardous Waste (RCRA) .....	36
Brownfields Act .....	38
Right to Know (EPCRA) .....	39
Toxic Substances (TSCA) .....	40
SBA Frequently Asked Questions ....	41
Key Aspects/SBREFA .....	43
RFA/SBREFA .....	45
SBIR .....	47
Energy Star .....	48
Penalty Reduction Policies .....	49
Qs & As SB Compliance Policy .....	50
Compliance Asst Centers .....	53
EPA SB Program Contacts .....	55
EPA Web Sites & Hotlines .....	61
EPA SB Regional Liaisons .....	62
State SB Env Asst Programs .....	63
SBEAP/SBO Nat'l Steering Com ....	65
State SBO/SBAP Contacts .....	67
P2 Program Contacts .....	70
OSDBU .....	73
Procurement Contacts .....	74
Order Form .....	75

### Strengthening our Partnerships in 2006

As we move forward in 2006, much of our energy and resources will be focused on strengthening the partnerships and network we have developed with small business environmental assistance providers across America. These partnerships include state and local programs, trade associations, and other small business assistance providers who work directly with small businesses to improve their environmental performance.

We will continue to support the state Small Business Environmental Assistance Program (SBEAP) National Steering Committee's (NSC) efforts on the Multimedia Initiative to provide "one-stop" environmental assistance to the small business community. We also are working with the NSC on the development of measures for the effectiveness of the SBEAP programs. In addition, we will sponsor and provide training at the annual SBO/SBEAP National Conference to enhance intra-network communication and coordination; produce tools and materials to enhance SBEAP programs; develop outreach materials to build additional support for the network; improve the Small Business Environmental Homepage; and respond to the 1,000+ calls each month that we receive on our toll-free hotline. There are more details on these and other efforts inside this issue of the *Update*.

This is a lot to accomplish; however, my confidence in our partnerships and small business network assures me that we can do it! I am personally committed to the success of the partnerships and network we have developed over the years and look forward to strengthening our programs even more as we work together in "Opening Doors for America's Small Businesses."

Sincerely,

Karen V. Brown

### One-Stop-Relief

#### Small Business Ombudsman Functions

EPA's Office of the Small Business Ombudsman (OSBO) performs the following functions:

- Provides a convenient way for small businesses to access EPA;
- Facilitates communications between the small business community and EPA;
- Investigates and resolves disputes with EPA; and
- Works with EPA personnel to increase their understanding of small businesses in the development and enforcement of environmental regulations.



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*We Are Opening Doors for America's Small Businesses!*

**EPA's Small Business Division's Mission:** The Small Business Division (SBD)/Small Business Ombudsman (SBO) **assures that EPA responsibly addresses** small business environmental issues.

The Division serves as both the Office of the **Federal Small Business Ombudsman (SBO)** and the Overseer of the **National Small Business Assistance Program**, established by the Clean Air Act Amendments of 1990. The Division also houses the Office of the **Federal Asbestos Ombudsman** and is the **Point of Contact** under the **Small Business Paperwork Relief Act of 2002**.

The Small Business Ombudsman provides small businesses with a **gateway to EPA's** programs and services. Providing "**One-stop**" assistance, the SBO is **EPA's focal point for small business** activities.

**Major Functions, Services and Products:**

- Serve as a port of entry for small businesses to EPA
- Advocate consideration of small business regulatory issues and regulatory relief inside EPA
- Coordinate all small business issues and activities within EPA
- Resolve disputes between small businesses and EPA dealing with policies and regulations
- Establish cross-agency small business forum to discuss small business focus topics and sub-forums to address specific small business-related issues/needs identified by the forum
- Organize meetings with the Deputy Administrator and Small Business Trade Associations
- Review EPA rules, guidance, and policies for potential small business impact and provide early warning of rules with potential impacts
- Participate on cross-agency regulatory development workgroups assigned to develop specific rules, identified as having a potential impact on small businesses, and represent their interests
- Strengthen strategies that provide networks, resources, tools, and forums for education and advocacy for and on behalf of small businesses
- Develop environmental performance enhancing tools and plans designed for adaptation by assistance providers for local implementation
- Oversee and prepare Report to Congress on the status of CAAA State Section 507 Programs
- Manage contracts, grants and cooperative agreements to strengthen State Small Business Ombudsman Technical Assistance Programs
- Sponsor Annual Small Business Ombudsman/Small Business Assistance Program National Conference
- Conduct Annual Small Business Regional Liaison Conference
- Develop plain-English compliance guidance, factsheets and checklists for small businesses
- Prepare semi-annual Newsletter that reaches over 20,000 internal and external customers
- Distribute small business publications, regulations, guidance, and tools
- Maintain extensive website with numerous links to other assistance sources (see below)
- Offer satellite downlink seminars to educate small businesses on new EPA regulations

*For more information:*

Toll-Free Hotline: **800/368-5888**

Website: <http://www.smallbiz-enviroweb.org>

## ***Accomplishments in 2005***

As we begin the year 2006, the EPA Small Business Division would like to thank all of our customers for assisting with our quest to help small businesses and the environment. We would like to share a few of our major accomplishments from the past year.

- ***Small Business Strategy Implementation Plan*** - Lead Agency efforts to implement the Small Business Strategy as a means to coordinate, collaborate, and unify EPA's environmental and regulatory compliance assistance to small businesses. Provided recommendations to program offices on rules under development, and participating on Agency workgroups to address small business issues prior to proposal, including advocating for and participating in the Small Business Regulatory Enforcement Fairness Act (SBREFA) process.
- ***Agency's Point of Contact for the Small Business Paperwork Relief Act (SBPRA)*** - Convened an Agency-wide workgroup to address the Act which requires agencies to "make efforts to further reduce information collection burdens for small business concerns with fewer than 25 employees."
- ***SBO/SBAP National Conference*** – The 2005 National SBO/SBAP Conference was hosted by the Mississippi Department of Environmental Quality's Small Business Assistance Program, in Biloxi, Mississippi, June 12-16, 2005. This 12<sup>th</sup> annual SBO/SBAP National Conference was a tremendous success. The Conference provided participants an excellent forum for sharing and learning ways to assist small businesses with their environmental responsibilities.
- ***Small Business Assistance Program Training*** – Held the inaugural SBO/SBAP/CAP Program Training Workshop on June 12, 2005 in conjunction with the national conference in Biloxi, MS. The training was a 6-hour workshop that integrated SBOs, SBAPs, and CAP members to facilitate a better understanding of each component's role and responsibilities, as well as their inter-relationship in the larger mission of assisting small businesses achieve environmental compliance. This comprehensive training program was hailed as a huge success with many positive comments from the participants.
- ***Small Business Annual Awards Program*** – Presentations of the 2<sup>nd</sup> annual Small Business Awards were made at the SBO/SBAP National Conference in Biloxi, MS. These annual Small Business Awards are presented to small business leaders who show a commitment and dedication to furthering small business assistance and environmental compliance. The 2005 awards were presented to two small businesses, a SBO and SBAP, and three trade associations. Comments from the award winners emphasized the value of recognition for people who are leaders in environmental compliance.
- ***Small Business Regional Liaison Conference*** - Hosted a successful Small Business Regional Liaison Conference for EPA regions, SBO/SBAP National Steering Committee representatives, and National Compliance Advisory Panel members, August 12-14, 2005 in Washington, DC.
- ***Benchmarking Environmental Performance*** - Supported benchmarking environmental performance through a grant with the National Center for Manufacturing Sciences to develop tools for several industry sectors: printed wiring boards, metal casting, and foundries.
- ***Small Business Environmental Homepage*** - Supported the Small Business Environmental Homepage ([www.smallbiz-enviroweb.org](http://www.smallbiz-enviroweb.org)), to provide SBAPs and others in the small business community with access to environmental compliance and pollution prevention information.
- ***Small Business Ombudsman Toll-Free Hotline*** - Responded to over 10,000 calls on the Small Business Ombudsman Hotline throughout the year.

***Small Business Division  
Small Business Ombudsman***

## **EPA SMALL BUSINESS STRATEGY CONTINUING PROGRESS**



The Small Business Division (SBD) continues to move forward with implementation of the *Small Business Strategy*. Given the very large number of rules in development with varying degrees of impact on US small businesses, recognizing that preventing or reducing that impact is best accomplished during the internal rule development process, and due to limited resources, during 2005 the Small Business Division focused mostly on several key rules. To leverage both internal and external resources, the SBD drew on the relationships formed by the Strategy to include various stakeholders and actively participated in the development of those rules. The focus rules and associated outcomes are listed below:

- Clean Air Act (CAA) Title V Area Source Exemptions – In order to exempt a category of area sources from permitting requirements, the CAA requires that EPA determine that complying with the requirements is impracticable, infeasible, or unnecessarily burdensome for the affected facilities. EPA's Office of Air Quality Planning & Standards (OAQPS) in the Office of Air & Radiation (OAR) was in the process of reviewing data to make such determinations for several source categories; however, their data did not appear to be representative of the current make-up of those source categories. The SBD involved the SBO/SBEAP National Steering Committee (NSC), as a key stakeholder, in several conference calls and meetings to strategize how to best address the data issue. The NSC, with support from the National Compliance Advisory Panel (NCAP), engaged all the state programs to poll the affected industries, review their state data, and provide current and accurate information to OAQPS. Additionally, the SBD actively collaborated with OAR/OAQPS Management to promote the exemptions. Although not all states responded to the NSC, sufficient data was received and submitted to OAQPS to support a determination that air operating permits would no longer be required for: drycleaners, halogenated solvent degreasers, chrome electroplaters, ethylene oxide sterilizers, and secondary aluminum smelters. The rule was proposed on March 21, 2005 to exempt the listed categories. The final rule was signed by EPA's Administrator on December 9, 2005 and published in the Federal Register on December 19, 2005.
- Spill Prevention Control & Countermeasures (SPCC) – In June 2004, EPA announced that it would propose changes to the SPCC rule published in the Federal Register on July 17, 2002, that would consider burden reduction when establishing requirements for non-transportation-related facilities. To maximize burden reduction for small businesses, SBD became actively engaged in the internal rule development process. Activities included: workgroup participation; draft review and analysis ; comment submission; working with OSWER staff; providing status updates to the state SBEAPs; and working with SBA to ensure small business issues were addressed. The workgroup was receptive to SBD's comments and suggestions, due in large part to the foundation laid by the Strategy. Changes made to the proposed rule prior to its formal announcement on December 2, 2005 eliminated several costly requirements including a capacity threshold and PE certification for facilities meeting certain criteria, and allows visual inspection in lieu of costly integrity testing. The rule offers a separate extension of the compliance date for farms, and eliminates certain requirements for animal fats and vegetable oil operations. OSWER anticipates finalizing the rule in October 2006 and the compliance deadline was extended to October 2007. Annual cost savings resulting from the changes made are estimated at \$94 million.
- Clean Air Act Area Source Rules – In November 2004, OAR announced its intent to develop standards for 55 area source categories. Because the vast majority of area sources are small businesses, the impact of these proposed rules on the small business community is expected to be significant. The SBD and the NSC worked with EPA's Emission Standards Division (ESD) to explore options to reduce the burden of these regulations on the small business community, and to help ESD develop comprehensive and fair regulations. This effort involved the collaboration of the SBD; the state SBEAPs; the state Compliance Advisory Panels (CAPs), comprised of small business owners; the NCAP; the SBA; small business trade associations; and other stakeholders. Conference calls and a meeting involving approximately 50 small business stakeholders were held to outline a strategy for collaboration. SBD worked with ESD to develop a table of all proposed rules listing projected proposal and promulgation dates, impacted sources, and status. SBD also obtained from ESD a list of several types of information that would help them develop better regulations. The first step was a compilation of existing state regulations that currently address the identified area source categories, to help determine if federal regulations were needed. Informed of this, the NSC and the NCAP urged all state and territory programs to gather that information. Not all states responded; however, the information collected was compiled by the NSC and provided to OAQPS. There are many rules to develop and the road will be long and arduous; however, this initial collaboration continues to date and a number of state SBEAP staff and CAP members currently serve on the workgroups for the various rules. This is an outstanding example of a diverse and successful partnership.

The final *Small Business Strategy* is available at: [http://www.smallbiz-enviroweb.org/html/pdf/Strategy\\_Final\\_062303.pdf](http://www.smallbiz-enviroweb.org/html/pdf/Strategy_Final_062303.pdf)

# Benchmarking Environmental Performance

The National Center for Manufacturing Sciences' (NCMS) Benchmarking team is working with several national trade associations and the USEPA Small Business Division (SBD) to develop benchmarking tools that apply to the environmental performance of a variety of small business industry sectors, including metal finishing, printed wiring boards, electromechanical systems, assembly, and metal casting.

## Why Benchmark?

- To provide companies with a user-friendly tool to compare their performance with their peers
- To show the potential company savings associated with improving performance level

## The Approach We Take

- **Trade Association Participation:** uses existing lines of communication and mechanisms
- **Third Party Data Management:** protects confidentiality, facilities are coded
- **Preliminary Survey:** collects basic information, gets companies involved without significant time commitment, learning exercise
- **Detailed Survey:** builds on preliminary survey, provides detailed data needed for completing analysis
- **Statistical Analysis:** identifies important variables and generates model coefficients

## Project Results to Date

Selected results from several benchmarking surveys are now available to the general public. Results include:

- data from a survey of companies involved in assembly of printed wiring boards, covering:
  - Conformal Coatings
  - Volatile Organic Compounds (VOCs)
  - Water Treatment
  - Wastewater Treatment
  - Pollution Prevention Management Approaches
  - Toxic Release Inventory (TRI) Reporting
  - Lead Free Production
- data from a survey of ferrous metal foundries on beneficial reuse of casting sand, covering:
  - Total Castings Shipped by All Respondents
  - Reasons For Not Beneficially Reusing Sand/Solid Waste
  - Respondents By Method of Sand Disposal or Reuse
  - Total Sand Disposal or Reuse, All Respondents
  - Beneficial Use Types

See these results, and learn more details about the Benchmarking program, at

<http://www.strategicgoals.org/benchmarking>

Additional results will be posted as they become available.

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## Multimedia Initiative Update

Since the implementation of the 1990 Clean Air Act Amendments, state Small Business Assistance Programs (SBAPs), have provided much-needed technical and compliance assistance on air-related issues for the small business community. Building on the appreciation for this service and the reality of time constraints and limited resources, small businesses have voiced their desire for “one-stop” compliance assistance for their diverse regulatory assistance needs. A number of states have officially established multimedia programs offering air, water, waste, and pollution prevention assistance to small businesses. Many other states would like to do the same.

In October 2004, members of the SBAP National Steering Committee (NSC) and National Compliance Advisory Panel (NCAP) met with senior EPA officials to discuss their perspective on multimedia assistance, including the benefits and challenges of implementation for the states. From that meeting emerged the development and formalization of an NSC-led Multimedia Initiative intended to provide a framework for helping states that want to establish multi-media programs, and for enhancing those programs already providing multi-media services.

The NSC and NCAP collaborated on developing potential approaches for pursuing this goal. The NSC requested that the NCAP take the lead in pursuing multi-media authority and associated funding for state SBAPs. After careful deliberation, the NCAP requested that the NSC poll the states to assess the level of interest in expanding to multi-media services on an individual basis. The NSC developed a set of questions which they posed to all states in November, 2005. Twenty-three states responded. The results indicate that: 1) there seems to be general support to take action; 2) four of the responding states (Florida, Michigan, Wyoming, and Wisconsin) meet the NSC criteria – they support the effort, have an active state CAP, and currently provide only air-related compliance – and could serve as a kick-off or pilot for the initiative; 3) many states requested that the NCAP also lend its support to improve existing multi-media programs.

In deciding the best approach for moving forward, the NCAP and the NSC concluded that there needs to be a groundswell of support for multi-media conversion starting at the state level and moving up towards the national level; Washington needs to know clearly that small businesses need this, that states want to do it, and that there is strong support at the state level for moving ahead.

It is envisioned that the Grassroots Support Campaign would be carried out by the state programs to promote support within their own agencies, and by state CAPs to seek support of agency officials, state-level trade associations, state legislators, and state Congressional delegations. For those states seeking the support of the NCAP, the NCAP would outline the need for states to provide multi-media services and urge support from the respective state CAPs, state agency heads, and others as agreed with the states. Once the state-level campaign is completed or well underway, then the NCAP would seek support of EPA, SBA, national-level trade associations, key Congressional leaders, and Congressional Committees with small business-related responsibilities.

Based on this conclusion the NCAP, in collaboration with the leadership of the NSC, has outlined an approach which includes a Grassroots Support Campaign, and has established a “Multi-Media Outreach Committee” to develop an Action Plan for consideration by the NCAP and the NSC. To assist the NCAP in this effort, the EPA Small Business Division developed a number of outreach materials including background factsheets, a color brochure, guidance, letter templates, and sample scripts for approaching various audiences.

The NCAP and NSC leadership will meet via conference call in January to discuss the Action Plan proposed by the NCAP Multi-Media Outreach Committee and to determine next steps. Updates will be provided via the NSC.

### **The Multimedia Peer Center (MPC)**

The MPC is an online resource designed to help state SBAPs become multimedia programs and for states that want to improve their program's multimedia services. The MPC provides mentor profiles and contact information for the eight operational multimedia programs that have volunteered to provide assistance to other programs. The Center also offers an online searchable database for relevant multimedia resources.

Visit the Multimedia Peer Center for more information:

[http://www.smallbiz-enviroweb.org/sba/multimedia\\_peer\\_center.html](http://www.smallbiz-enviroweb.org/sba/multimedia_peer_center.html)

# NATIONAL COMPLIANCE ADVISORY PANEL

## RECENT ACTIVITIES



The National Compliance Advisory Panel (NCAP) is committed to supporting the state SBAPs and CAPs, and develops and implements strategies and activities structured to achieve that goal, in coordination with the SBO/SBAP National Steering Committee (NSC).

**NCAP Statement on Multi-Media Services** - As small business owners/representatives, the NCAP strongly supports the concept of “one-stop-shopping” for small businesses, appreciates and recognizes those programs that have expanded their scope, and encourages the conversion of other state SBAPs to multi-media services. This White Paper, which was finalized in 2004, is intended to express the NCAP’s support for conversion to multi-media services. The NCAP intends to use this document in its outreach efforts on behalf of the state programs, and hopes that states will use it as a tool to try to convince state environmental managers and legislators in their pursuit of providing multi-media services.

**Multi-Media Initiative** - Due to a changing environment at EPA, the NSC requested that the NCAP take the lead in pursuing multi-media authority and associated funding for the state SBAPs. After much careful deliberation, the NCAP requested that the NSC poll the states to assess the level of interest. The NSC developed several key questions which they posed to all states in November, 2005. Twenty-three states responded. The results indicate that: 1) there seems to be general support to take action; 2) four states – Florida, Michigan, Wyoming, and Wisconsin – meet the criteria of supporting the effort, having an active state CAP, and currently providing only air-related compliance, and could serve as a kick-off or pilot for the initiative; 3) many states support lending the weight of the NCAP to improve existing multi-media programs. Based on these results, the NCAP, in collaboration with the leadership of the NSC, has outlined an Action Plan which includes a Grassroots Support Campaign, and has established a “Multi-Media Outreach Committee.” Full details of the Action Plan appear under the heading “Multi-Media Initiative Update” on page \_\_\_ of this newsletter.

**NCAP Guidelines** – The NCAP was established in 2001. Its original guidelines were fashioned after the NSC guidelines. Through the past three years, various situations have arisen which indicated that the guidelines did not adequately address the needs of the NCAP. Thus, revised guidelines were developed and thoroughly reviewed by all members. Final revised NCAP Guidelines were approved during the NCAP meeting held in conjunction with the National Conference in Sacramento in 2004. Subsequently, on March 15, 2005, based on feedback from the NSC, members voted to revise the guidelines to clarify member release language.

**State CAP Continuity** - Recent data indicates that an increasing number of states have dysfunctional or no CAPs. The NCAP is very concerned about this fact and is exploring ways to revitalize the state CAPs. To that effect, an analysis was made of the current status of all state CAPs, several discussions and brainstorming sessions have taken place, and a “CAP Continuity Committee” has been established to propose a strategy and action plan. More information will be shared as it is developed.

**2005 Inaugural SBO/SBAP/CAP Training** – Honoring the request both from previous CAP Training participants and from the 2005 Conference Planning Committee for a joint SBO/SBAP/CAP training program to facilitate interaction and communication among the three Program components, EPA’s Small Business Division (SBD) held the inaugural SBO/SBAP/CAP Program Training Workshop in conjunction with the National Conference in Biloxi, Mississippi. The training was developed as a joint effort of the SBD; the leadership of the National Steering Committee and of the NCAP; and the 2005 conference host state. The training was hailed a success. NCAP representatives on the Training Development Team were Ken Legler and Frances Hartwell.

**Regional Call Participation** – During the 2003 National Conference in Baltimore, the NCAP requested that the National Steering Committee poll regional representatives on potential participation by NCAP regional representatives in regional calls. The poll indicated that, while not all regions have regular conference calls, those that do would welcome participation by NCAP members. Although a couple of NCAP members are regularly informed of call schedules and participate, most are not and thus cannot participate. Please be sure to invite your NCAP regional representative to participate in your calls so he/she can stay aware and involved. This is another effort by the NCAP to establish more direct communication with state CAPs and SBAPs in their regions.

**SBO/SBAP National Steering Committee Subcommittees** – Two years ago, the National Steering Committee expressed an interest in having the NCAP represented in its various subcommittees to directly provide the small business perspective. NCAP members are willing to participate. To date, Reimar von Kalben, Region 8, and Glenn Heilman, Region 3, serve on the Awards Subcommittee; Bob Nicholson, Region 5, served on the Multi-Media Subcommittee; Gary Dawson, Region 4, served on the Promotional Subcommittee; NCAP Vice Chair Frances Hartwell, Region 10, represents the NCAP on the SBO/SBAP NSC, served on the 2005 National Conference Planning Committee, currently serves on the 2006 National Conference Planning Committee, and serves on the Auto Body Refinishing Workgroup of the Technical Subcommittee.

**Rule Development** – In support of the efforts of the NSC Technical Subcommittee regarding the proposed 50 area source rules, the NCAP sent a letter to all state CAP members urging their response to the Subcommittee’s request for information regarding current state rules and potentially affected sources. Additionally, NCAP Vice Chair Frances Hartwell, Region 10, serves on the Auto Body Refinishing Workgroup of the Technical Subcommittee and has actively participated in workgroup activities, providing valuable small business perspective, comments, and input on proposed language. Gary Dawson, Region 4, reviewed and provided valuable input on both the CAA Title V Deferral and Exemption for drycleaners and on the Perchloroethylene NESHAP Residual Risk Rule.

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## Small Business Environmental Home Page

<http://www.smallbiz-enviroweb.org>

The Small Business Environmental Home Page (Home Page) is maintained by *Concurrent Technologies Corporation (CTC)* under funding provided by U.S. EPA Small Business Division/Small Business Ombudsman. The Home Page provides efficient access to EPA, state, and other environmental and pollution prevention information focused on small business. Some of the most recent updates include the following:

- Nominate an agency or individual representing the SBO/SBAP/CAP, small business, or trade association for the **2006 Small Business Recognition Awards** using the online or hard copy applications and instructions. Nominations will be accepted no later than Tuesday, January 17, 2006, 4:00 EST. The awards will be presented to the winner(s) at the National SBO/SBAP Conference at the Mt. Washington Resort in New Hampshire, March 26-30, 2006. ([www.smallbiz-enviroweb.org/sba/awards\\_smallbusiness\\_2006.html](http://www.smallbiz-enviroweb.org/sba/awards_smallbusiness_2006.html))
- Go to the **Multimedia Peer Center (MPC)** to help you (SBOs/SBAPs) become multimedia or improve your multimedia services. The MPC includes an online searchable database of mentor programs. You can now search mentor programs for industry sector expertise, and browse a new EPA Multimedia Experts List. Or find out how your program can become a mentor program. There are now nine peer mentor programs in the MPC. ([www.smallbiz-enviroweb.org/sba/multimedia\\_peer\\_center.html](http://www.smallbiz-enviroweb.org/sba/multimedia_peer_center.html))
- Use the **Promotional Success Stories Database** to search for national, state, and industry success stories and client quotes. Or share your successes through an easy-to-use online form so that others can benefit from your experiences. ([www.smallbiz-enviroweb.org/sba/promotional\\_success\\_stories.html](http://www.smallbiz-enviroweb.org/sba/promotional_success_stories.html))
- Check out the updated **Performance Measurement** and related web pages. ([www.smallbiz-enviroweb.org/perfmeas/perf.html](http://www.smallbiz-enviroweb.org/perfmeas/perf.html))
- Review the new National Steering Committee (NSC) **Measurement Subcommittee** web page, and the updates on the NSC **Multimedia** and **Awards Subcommittee** web pages. ([www.smallbiz-enviroweb.org/sba/steering\\_subcommittees.html](http://www.smallbiz-enviroweb.org/sba/steering_subcommittees.html))
- There are now over 9,000 state, federal, trade association, and other publications and factsheets in the online **Publications Database**. EPA's Small Business Publications online list was updated as well. ([www.smallbiz-enviroweb.org/pub\\_video/publications.asp](http://www.smallbiz-enviroweb.org/pub_video/publications.asp))
- Check out the new **photographs** from the Biloxi, MS national conference. ([www.smallbiz-enviroweb.org/sba/conf2005\\_photos.html](http://www.smallbiz-enviroweb.org/sba/conf2005_photos.html))
- The **National Small Business Financial Assistance Work Group (NSBFAWG)** still needs your help! Will someone step forward to lead this effort to help 507 programs develop strategies on providing financial assistance to small businesses? For more information about the previous Work Group, go to [www.smallbiz-enviroweb.org/NSBFAWG/NSBFAWG.html](http://www.smallbiz-enviroweb.org/NSBFAWG/NSBFAWG.html) and email Audrey Zelanko!
- As always, use the updated **Upcoming Events** database, **News to Share** web page, newsletter links, updated contact lists, and links to small business web sites.

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Please send information, revisions, questions, and comments to: **Audrey G. Zelanko** at [zelanko@smallbiz-enviroweb.org](mailto:zelanko@smallbiz-enviroweb.org), 724/452-4722 (phone), 724/452-5840 (fax).

# Small Business Environmental Home Page

[www.smallbiz-enviroweb.org](http://www.smallbiz-enviroweb.org)

Helping small businesses access environmental compliance and pollution prevention information



May 2005

## Small Business Assistance



State small business assistance programs (SBAPs) — small business assistance providers — small business initiatives/policies/laws — small business ombudsman (SBO)/SBAP National Steering Committee — SBAP national logo — SBTCP Reports to Congress — ten state demonstration projects — SBO/SBAP conference presentations — small business web sites/documents — SBAP/multimedia survey database — guidelines survey database — national and state compliance advisory panel (CAP) — performance measurement tools/success stories database — multimedia peer center (MPC) — promotional success stories database — Mid-Atlantic Region web page

## What is the Promotional Success Stories Database?

The Promotional Success Stories Database is an online searchable database of successful national, state, and industry initiatives, as well as individual case studies, provided by the Section 507 SBO/SBAP programs.

## News and Events

Upcoming events database — news to share — state newsletters — Small Business Quarterly News Alerts — EPA SBO Update Newsletters

## Environmental Compliance



Regulatory updates database — federal environmental law summaries — reporting calendar/summaries — reporting and recordkeeping requirements checklist — state environmental agency and SBAP web sites — regulatory compliance web sites and guidance documents

Contact Audrey G. Zelanko with questions or comments:  
724/452-4722 or  
[zelanko@smallbiz-enviroweb.org](mailto:zelanko@smallbiz-enviroweb.org)

## SBO-SBAP Listserve

Forum for the small business community to exchange ideas and share information — open to SBOs, SBAPs, small businesses, trade associations, technical assistance programs, educators, researchers — approximately 160 subscribers

## What's New This Year?

- ◆ Multimedia Peer Center (MPC)
- ◆ Promotional Subcommittee web page and success stories database
- ◆ 2005 Small Business Assistance Awards—online information and application
- ◆ Air Compliance Links web page
- ◆ Results from 2004 EPA Customer Satisfaction Survey

## What is the Multimedia Peer Center?

The Multimedia Peer Center is an online resource center for Section 507 SBO/SBAP programs that want to become multimedia or want to improve their programs' multimedia services.

## Publications

Publications database (over 9,350) — EPA SBO list of publications — key small business publications — videos database

## Funding Help



Definition of 'small business' — state financial assistance program links — federal and non-profit financial assistance program web sites — financial assistance program survey database — National Small Business Financial Assistance Work Group web site

## Industry Sectors



Industry sector links — compliance assistance centers — trade association web sites — other helpful links

## Pollution Prevention

Pollution prevention links — ISO 14000 web sites — recycling waste exchange web sites

## Contacts

Small business environmental assistance providers — EPA SBO — EPA regions — EPA small business contacts — OSHA regional/area offices — State SBAPs — SBO/SBAP national steering committee members — national/state CAP members — trade association representatives — small business community key members

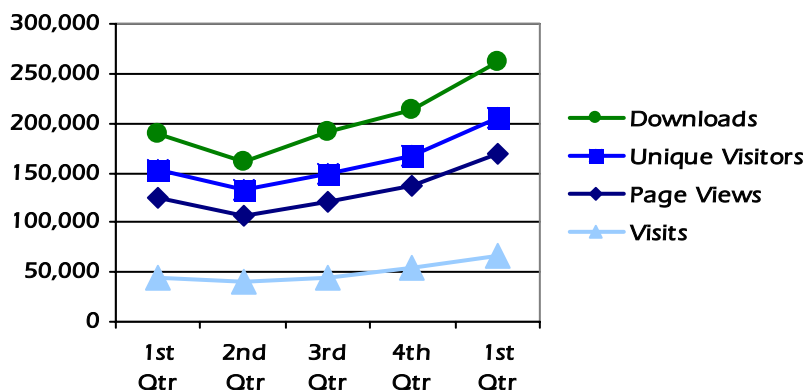


# Small Business Environmental Home Page User Statistics

## How Much is the Home Page Used? (1st Quarter 2005)

- ◆ 393,915 successful hits
- ◆ 4,376 average hits per day
- ◆ 102,454 page views
- ◆ 1,138 average page views per day
- ◆ 66,416 visits
- ◆ 737 average visits per day
- ◆ 36,993 unique visitors
- ◆ 56,238 downloads (does not include documents that are linked externally)

## 2004-1st Q 2005 User Statistics Trends



## Top 10 Pages Visited (1st Quarter 2005)

1—Top Page	7,403
2—News Scroller	3,724
3—Upcoming Events (All Events)	3,091
4—Links to State Environ. Agencies and SBAPs	2,453
5—State Financial Assistance Programs	1,765
6—SBAPs List of Contacts	1,341
7—Trade Associations	1,322
8—All Publications	1,318
9—Upcoming Events, Search by EPA Region	1,308

86% of visits are from North America; 84% from the U.S.

95% of visits are from the U.S. and the following countries: Canada, United Kingdom, Australia, India, Israel, China, Germany, Netherlands, Western Europe, Nigeria, Ivory Coast, South Africa, South Korea, Malaysia, Norway, Thailand, France, Japan, and Denmark.

## Top 10 Downloads (1st Quarter 2005)

1—Practical Guide to Environmental Management for Small Business	3,084
2—SBO Key Contacts in the Small Business Community	2,331
3—Documenting Your Environmental Management Plan, A Workbook for Small Business	1,945
4—Funding Opportunities—A Directory of Energy Efficiency, Renewable Energy, and Environmental Protection Assistance Programs	1,490
5—Household Hazardous Waste Management, A Manual for One-Day Community Collection Programs	1,326
6—How to Setup A Local Program To Recycle Used Oil	1,232
7—Decision-Makers' Guide to Solid Waste Management, Volume II	1,227
8—Managing Your Hazardous Waste, A Guide for Small Businesses	1,136
9—A Resource Directory of Small Business Environmental Assistance Providers	1,127
10—Controlling Emissions from Emergency Standby Engines	845

## Glossary

**Hit** = Each file requested by a visitor. There can be several hits per page.

**Page View** = Hit to any file classified as a page.

**Visit** = Series of actions that begin when a visitor views their first page from the server, and ends when the visitor leaves the site or remains idle beyond the idle-time limit of 30 minutes.

**Unique Visitor** = Individual who visited the site during the report period. If someone visits more than once, they are counted only the first time they visit.



Audrey G. Zelanko, CTC, 425 6th Avenue—Suite 2850, Pittsburgh, PA 15129  
Phone 724/452-4722 • Fax 724/452-5840 • zelanko@smallbiz-enviroweb.org

# Multimedia Peer Center (MPC)

[www.smallbiz-enviroweb.org/sba/multimedia\\_peer\\_center.html](http://www.smallbiz-enviroweb.org/sba/multimedia_peer_center.html)

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## What is the Multimedia Peer Center (MPC)?

The Multimedia Peer Center (MPC) is an online resource center for Section 507 SBO/SBAP programs that want to become multimedia or want to improve their programs' multimedia services.

## How Can I Use the Online MPC?

You can use the MPC by searching our EPA Experts page, reviewing responses to the MPC questionnaire for each participating MPC Mentor Program, or by searching the MPC Mentor Program database. To search the database (go to [www.smallbiz-enviroweb.org/sba/mpc\\_programs\\_search.asp](http://www.smallbiz-enviroweb.org/sba/mpc_programs_search.asp)) to find programs matching the following criteria:

- Type of assistance the MPC mentor is willing to provide
- Type of multimedia assistance offered
- How multimedia assistance is provided
- Type of expertise available (environmental compliance only or also pollution prevention)
- Where programs are housed
- Types of funding sources
- Industry sector expertise.

## How Can My Program Become an MPC Mentor Program?

If your program meets the definition of having multimedia assistance available and you are willing to share information about your program with other state programs, then you may be able to help. You will need to answer a number of questions. At a minimum, your responses will be posted on the MPC web page.

## Which SBAPs are Already Mentor Volunteers?

- Arkansas Business Assistance Program
- Idaho Small Business Environmental Assistance Program
- Indiana Compliance and Technical Assistance Program
- Iowa Waste Reduction Center
- Kansas Small Business Environmental Assistance Program
- Minnesota Small Business Assistance Program
- Oregon Air Quality Business Assistance Program
- Texas Small Business and Local Government Assistance Program
- Vermont Small Business Compliance Assistance Program.

## Who Can I Contact for More Information?

Contact Phyllis Strong, Minnesota Pollution Control Agency, Small Business Assistance Program, Multimedia Subcommittee Chair, SBO-SBAP National Steering Committee, at: 651/282-5847, [phyllis.strong@pca.state.mn.us](mailto:phyllis.strong@pca.state.mn.us).

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Supported by funding from the U.S. EPA Small Business Division / Small Business Ombudsman



Helping Small Businesses Access Environmental  
Compliance and Pollution Prevention Information

Small Business Environmental Home Page  
[www.smallbiz-enviroweb.org](http://www.smallbiz-enviroweb.org)



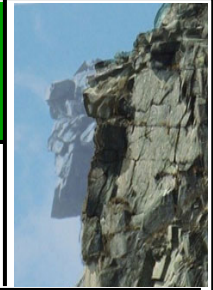
# 2006 SBO/SBAP National Conference

March 26 -30, 2006

*Bretton Woods, New Hampshire*



***DON'T TAKE COMPLIANCE  
ASSISTANCE FOR GRANITE***



## ***Announcing the 2006 Small Business Ombudsman/Small Business Assistance Program National Conference***

***to be held at***

***The Mount Washington Hotel and Resort, Bretton Woods, NH***

***March 26-30, 2006***

The New Hampshire Department of Environmental Services, Small Business Assistance Program is pleased to announce the 2006 Small Business Ombudsman (SBO)/Small Business Assistance Program (SBAP) National Conference. This will be the 13<sup>th</sup> annual SBO/SBAP National Conference that brings small business environmental assistance providers, regulatory personnel, small business owners and others to learn about the latest trends in providing environmental assistance, new and proposed regulations as well as skills in delivering excellent services to the nation's small businesses.

This year's agenda includes plenary sessions with environmental movers and shakers as well as workshops on practical topics, such as:

- Compliance Assistance Tools and New Technologies
- Future Small Business Regulations and Impacts
- Marketing Assistance Programs
- Environmental Results Programs

The Conference will be held at the Mt. Washington Hotel and Resort, a 100 year old Grand Hotel, in the beautiful White Mountains of New Hampshire. The Resort is not only conducive to our having an informative and productive conference, but it also boasts having some of the regions best winter sports activities (such as alpine and cross-country skiing, skating, tubing, sleigh rides and more) available right at the resort. This will be a conference to remember!

The conference will be held March 26-30, 2006 in Bretton Woods, NH. Registration is free, but space is limited. For more information, contact Rudy Cartier at the New Hampshire Department of Environmental Services at 603-271-1379 or visit the conference website at: <http://www.sbaoconference.com>. Go to <http://www.sbaoconference.com/formalagenda.pdf> for the Conference Announcement and Agenda.

We look forward to seeing you at the 2006 Conference!

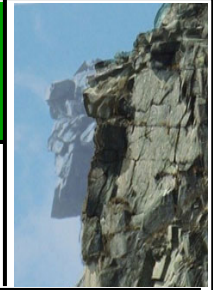
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We look forward to seeing you at the 2006 Conference!



## **EPA MANAGEMENT TEAM**

### **– Administrator Announces Additional New Appointments–**

#### **Assistant Administrator, Office of Solid Waste & Emergency Response (OSWER) – Susan P. Bodine**

Susan P. Bodine was confirmed by the U.S. Senate on December 17, 2005 as Assistant Administrator for EPA's Office of Solid Waste and Emergency Response (OSWER). Prior to joining EPA, Ms. Bodine served as Staff Director and Senior Counsel of the Water Resources and Environment Subcommittee of the House Committee on Transportation and Infrastructure from 1995 to 2005. Prior to January 1995 Ms. Bodine practiced as an environmental attorney with the Washington, D.C. law firm, Covington & Burling for over six years. Ms. Bodine has a law degree from the University of Pennsylvania and an undergraduate degree from Princeton University.

#### **Assistant Administrator, Office of Pollution Prevention & Toxic Substances (OPPTS) – James B. Gulliford**

On January 17, 2006 President Bush nominated James B. Gulliford to be Assistant Administrator for EPA's OPPTS. Mr. Gulliford has served as Region 7 Administrator since September, 2001 and has 25 years of professional experience administering environmental programs in the agriculture and mining areas. Prior to joining EPA, Mr. Gulliford directed Iowa's Department of Soil Conservation, which became the Division of Soil Conservation when that organization merged into the Department of Agriculture and Land Stewardship. He has also worked at Iowa State University and Southern Illinois University in mine reclamation and environmental protection. He holds a bachelor's degree in forestry management and master's degree in forestry economics and marketing from Iowa State University.

#### **Assistant Administrator, Office of Public Affairs (OPA) – Lisa Lybbert**

Lisa Lybbert has been appointed the Associate Administrator of the EPA Office of Public Affairs. Ms. Lybbert has served in OPA since April, 2004. Prior to her service at the EPA, she served for eight years in the non-profit sector managing messaging and media response for high-profile public service campaigns. In addition, she has worked for two Members of Congress, a presidential campaign, and a national events firm. Ms. Lybbert holds a bachelor degree in communications and a bachelor degree in political science from the University of California at Davis.

#### **Chief Financial Officer (OCFO) – Lyons Gray**

Lyons Gray has been appointed EPA's Chief Financial Officer. Prior to joining EPA, Mr. Gray was president of the Downtown Winston-Salem Partnership, a member and advocacy organization, from January 2003 through March 2005. In addition, since October 2002, he has served as Chairman of EPA's Environmental Financial Advisory Board, which operates under the Federal Advisory Committee Act. Previously, Mr. Gray served for 13 years in the North Carolina General Assembly. During his tenure he received many honors, including the Governor's Conservation Achievement Award for Legislator of the Year by the North Carolina Wildlife Federation, and twice the Guardian of Small Business Award by the National Federation of Independent Business. Mr. Gray also has over 24 years of private business sector experience, and serves on a number of civic organizations including the Nicholas School of the Environment and Earth Sciences at Duke University, Lettie Pate Whitehead Foundation, Inc., AIDS Care Service, Inc., and the Winston-Salem Chamber of Commerce.

#### **Region 2 Administrator – Alan J. Steinberg**

Administrator Johnson has selected Alan J. Steinberg to serve as Region 2 Administrator. Prior to joining EPA, Mr. Steinberg served as the Regional Advocate for the Small Business Administration Office of Advocacy Region 2 since June 2002. From November 1998 to 2002, he served as Executive Director of the New Jersey Meadowlands Commission. He also served as the Assistant Commissioner of the New Jersey Department of Commerce and Economic Development. In addition, Mr. Steinberg was a staff counsel at Block Drug Company, Inc., and he served as a Lieutenant in the U.S. Naval Judge Advocate General's Corps. Mr. Steinberg holds a bachelor degree from Northwestern University, a J.D. from the University of Wisconsin Law School, and a Master of Laws in Taxation degree from Temple University Law School.

#### **Region 10 Administrator – L. Michael Bogert**

Administrator Johnson has selected L. Michael Bogert as Region 10 Administrator. Prior to joining EPA, Mr. Bogert worked for over five years for Governor Dirk Kempthorne of Idaho as the Governor's principal legal advisor on policy and legislation, with an emphasis on environmental issues and matters within the jurisdiction of the Idaho Department of Environmental Quality and the Idaho Department of Water Resources. Additionally, he served as the Counsel to the Office of Governor-Elect Arnold Schwarzenegger. Most recently, he was an attorney with Perkins Coie, L.L.P., in Boise, Idaho. Mr. Bogert is an alumnus of the University of Santa Clara and the University of Idaho College of Law.

#### **EPA Senior Management**

For your quick reference, we have also developed a one-page list of key positions in EPA's Senior Management Team which is included in this Update.

## KEY POSITIONS IN EPA SENIOR MANAGEMENT

**Administrator:** **Stephen L. Johnson**  
 Charles Ingebretson, Chief of Staff  
 CeCe Kramer, Deputy Chief of Staff  
 Ray Spears, Deputy Chief of Staff

**Deputy Administrator:** **Marcus Peacock**

<u>OFFICE</u>	<u>Assistant Administrators (AAs)/Others</u>		<u>Deputy AAs/Others</u>
OAR	Bill Wehrum	Assistant Administrator	Elizabeth Craig/John Beale
OARM	Luis A. Luna	Assistant Administrator	David J. O'Connor
OCFO	Lyons Gray	Chief Financial Officer	Michael W. S. Ryan
OCIR	Stephanie Daigle	Associate Administrator	John Reeder
OECA	Granta Y. Nakayama	Assistant Administrator	Catherine R. McCabe
OEI	Linda Travers (Acting)	Assistant Administrator	Craig Hooks, Acting
OGC	Ann R. Klee	General Counsel	Roger Martella/ Kenneth von Schaumburg
OIA	Judith E. Ayres	Assistant Administrator	Jerry Clifford
OIG	Nikki L. Tinsley	Inspector General	William Roderick/ Rick Linthurst
OPA	Lisa Lybbert	Assistant Administrator	(None appointed)
OPEI	Brian Mannix	Associate Administrator	Rick Otis/Louise Wise
OPPTS	Susan B. Hazen (Acting)	Assistant Administrator	Margaret Schneider (Acting)
	James Gulliford	Assistant Administrator (Nominated – Confirmation pending)	
ORD	George M. Gray, Ph.D.	Assistant Administrator	Michael Brown, Assoc. Asst. Adm.
OSWER	Susan Parker Bodine	Assistant Administrator	Barry N. Breen/ Thomas P. Dunne
OW	Benjamin H. Grumbles	Assistant Administrator	Michael H. Shapiro/Brent A. Fewell

### **Other Headquarters Senior Management:**

<u>Agriculture</u> Policy Counselor to the Administrator	Jon Scholl
Clean <u>Air</u> Scientific Advisory Committee (CASAC)	Dr. Rogene Henderson, Chair
<u>Environmental Justice</u> , Office of (OEJ)	Barry E. Hill, Dir.; Nicholas Targ, Assoc. Dir.
<u>Ethics</u> , (Agency Ethics Official)	Justina Fugh, Senior Counsel for Ethics
	Peggy Love, <u>Alternate</u> Ethics Official
<u>Executive Secretariat</u> , Office of (OEX)	Patrice Kortuem, Director
<u>Homeland Security</u>	Mary Upchurch Kruger, Dir.; Jon Edwards, Dep. Dir.
<u>Policy</u> Advisor to the Administrator	Amy Farrell
<u>Press</u> Secretary (Office of Public Affairs - OPA)	Eryn Witcher
<u>Science</u> Advisory Board (SAB)	Dr. M. Granger Morgan, Chair
<u>Small &amp; Disadvantaged Business</u> Utilization (OSDBU)	Jeanette L. Brown, Director
	Cassandra Freeman, Deputy Director

### **REGIONS:**

**Region 1, Boston**  
**Region 2, New York City**  
**Region 3, Philadelphia**  
**Region 4, Atlanta**  
**Region 5, Chicago**  
**Region 6, Dallas**  
**Region 7, Kansas City**  
**Region 8, Denver**  
**Region 9, San Francisco**  
**Region 10, Seattle**

### **Regional Administrators (RAs)**

Robert W. Varney  
 Alan J. Steinberg  
 Donald S. Welsh  
 James I. Palmer, Jr.  
 Thomas V. Skinner  
 Richard E. Greene  
 James Gulliford  
 Robert E. Roberts  
 Wayne Nastro  
 L. Michael Bogert

### **Deputy RAs**

Ira W. Leighton  
 Kathleen C. Callahan  
 Thomas Voltaggio  
 A. Stanley Meiburg  
 Bharat Mathur  
 Lawrence E. Starfield  
 William W. Rice  
 Kerry Clough  
 Laura Yoshii  
 Ron Kreizenbeck



## EPA's Office of Air Quality Planning and Standards Residential Wood Smoke Reduction Initiative



Background: We have recently begun an initiative, primarily focused on voluntary efforts to reduce emissions from residential wood combustion (e.g., woodstoves, fireplaces and outdoor wood boilers). Major components of this initiative include:

- woodstove and fireplace insert changeouts
- fireplace upgrades or retrofits
- supporting the effort to develop a new ASTM standard that would encourage the use of more efficient fireplaces in new construction, and
- strategies to address air quality impacts of outdoor wood-fired hydronic wood heaters (aka outdoor wood boilers)
- burn clean education and outreach materials.

Our primary effort, particularly in our first phase, is to focus on facilitating the change out of old, dirty, “conventional” (pre-New Source Performance Standards) woodstoves to new, cleaner-burning appliances like, masonry heaters, gas, pellet and EPA-certified woodstoves.

### Woodstove Changeout Campaign – “Great American Woodstove Changeout” Launched

EPA and our partners kicked off the “Great American Woodstove Changeout” campaign on June 16, 2005 in Libby, MT. To help launch the national campaign, the Hearth Patio & Barbecue Association (HPBA) donated more than \$1 million to install new, EPA-certified stoves and chimneys free of charge for about 300 lower-income households. EPA, the State of Montana and Lincoln County are providing additional resources. Our goal is to replace all of the 1200 older, polluting stoves in the county during the next two to three years. As of early December, over 140 stoves have been changed out. Once complete the changeout should help bring the Libby area into attainment with the national fine particle standard. The partners are conducting pre and post changeout monitoring for toxics and particle pollution.

EPA and our partners also had a major media kickoff event in SW PA in late September. The EPA awarded a \$100,000 grant to the SPAQP for funding low-income households that replace their old, dirty inefficient woodstoves with a clean burning, more efficient hearth appliances (e.g., gas, pellet or EPA-certified woodstove). Allegheny County contributed \$80,000 toward the low-income households. The hearth industry provided rebates (~10%) for any person that replaces their old stove with a clean burning technology. We calculated that if the 40,000 woodstoves in the Pittsburgh area could be replaced, this would yield about \$470 million in health benefits in 2008.

In addition to the pilots, EPA is providing technical support to the greater Dayton, Ohio area’s Regional Air Pollution Control Agency in implementing their planned woodstove changeout. There are another 10 or so areas (e.g., Catawba Co., NC, Minnesota, and NJ) throughout the country EPA is in communications with about implementing their own woodstove changeouts over the next year. We plan to continue to support woodstove changeouts in 2006 and beyond and hope to grow the initiative similar to the diesel retrofit program. Also, over the last year several supplemental enforcement projects (SEPs) have included woodstove changeouts.

EPA-certified wood stoves emit approximately 70% less pollution than old conventional wood stoves. We estimate that replacing 20 old wood stoves with 20 more energy efficient, less polluting, EPA-certified stoves reduces PM<sub>2.5</sub> by 1 ton per year and gets toxics (PAHs) benefits too. There are approximately 10 million wood stoves in use at this time, and ~75% percent of those are pre-NSPS stoves. The cost of one new stove, including installation, can range a great deal. However, a basic model can be purchased and installed for approximately \$1500 - \$3000. Contact: Larry Brockman, [brockman.larry@epa.gov](mailto:brockman.larry@epa.gov), 919-541-5398.

Guidance for Quantifying and Using Wood Stove Changeout Emission Reductions in State Implementation Plans – This document is intended to provide agencies with guidance on quantifying emission reductions for replacing or “changing out” dirty, inefficient pre- NSPS woodstoves with cleaner burning technologies (e.g., gas, pellet or EPA-Certified stoves). EPA expects that air quality officials may wish to use the emission reductions resulting from implementing a wood stove changeout campaign to help meet the goal of attaining the PM<sub>2.5</sub> NAAQS. EPA plans to have a final of this guidance document available for use by January 2006. Contact: Gary Blais, [blais.gary@epa.gov](mailto:blais.gary@epa.gov), 919-541-5398.

Wood Stove/fireplace Website ([www.epa.gov/woodstoves](http://www.epa.gov/woodstoves)) - EPA has launched this new site that provides consumers with information on health effects of wood smoke, benefits of using new, cleaner-burning hearth technologies (gas, pellet and EPA-certified woodstoves), how to efficiently burn wood, etc. Additionally, the site contains an array of information to help State, local and tribal agencies develop programs to address residential smoke. In early December 2005, EPA uploaded a new user-friendly, comprehensive “How To” guide for implementing a woodstove changeout campaign. Contact: Eric Crump, [crump.eric@epa.gov](mailto:crump.eric@epa.gov) , 919-541-5272.

#### Fireplaces

EPA continues to work with the HPBA, individual fireplace and wood stoves manufacturers, NSPS-accredited wood stoves testing laboratories, and others by participating in an ASTM (American Society for Testing and Materials) committee to develop a consensus test method for testing fireplace emissions. This effort was requested by the HPBA. Significant progress is being made towards a consensus test method. EPA foresees that this effort would allow the potential development of a consensus emission standard and/or a National building code for fireplaces within the next 2 years. Contact: Mike Toney, [toney.mike@epa.gov](mailto:toney.mike@epa.gov), 919-541-5247.

Outdoor Wood-fired Hydronic Heaters (OWHH) – EPA has initiated a review of the recently received petition from northeastern states to regulate outdoor wood-fired hydronic heaters and we expect to make on decision by next spring on how to address this source category. In addition, we continue to support and participate in the ASTM effort to develop voluntary consensus emission test methods and voluntary emissions performance standards. Contact: Gil Wood, [wood.gil@epa.gov](mailto:wood.gil@epa.gov), 919-541-5272.

Woodstove New Source Performance Standards (NSPS) – EPA is currently evaluating available information on the woodstove industry in order to determine the priority for reviewing the NSPS.

Feedback – please feel free to contact the individual listed under various task with comments, questions, or suggestions. If you have general questions, or would like to act as a resource or participate in this effort, contact Larry Brockman, the overall lead for this initiative.

# List of Air Toxics Implementation Tools

EPA Air Toxics Implementation Assistance Tools

Tools include: Inspection checklists, Applicability Flowcharts, Brochures, MR&R Summaries, etc.

Sorted by Title

Updated November 14, 2005

## General Interest

Date	Implementation Assistance Tool/Document Title	EPA #
9/2000	Air Pollution Control Technology Training Modules – Overview of Carbon Adsorption, Wet Scrubbers, ESP etc. (CD, VHS available) <a href="http://www.epa.gov/ttn/atw/utrain.html">http://www.epa.gov/ttn/atw/utrain.html</a>	
9/97	MACT Implementation Strategy <a href="http://www.epa.gov/ttn/atw/eparules.html">http://www.epa.gov/ttn/atw/eparules.html</a>	EPA-456/R-97-003
10/98	Potential to Emit - A Guide for Small Businesses <a href="http://www.epa.gov/ttn/atw/1998sbapptebroc.pdf">http://www.epa.gov/ttn/atw/1998sbapptebroc.pdf</a>	
9/2000	Taking Toxics Out of the Air Document – Summary of Toxics program <a href="http://www.epa.gov/oar/oaqps/takingtoxics/">http://www.epa.gov/oar/oaqps/takingtoxics/</a>	EPA-452/K-00-002

## MACT Implementation Tools Completed (listed in alphabetical order by industry)

Date	Implementation Assistance Tool/Document Title	EPA #
12/98 (Revised)	Aerospace Manufacturing and Rework Facilities - Summary of Requirements for Implementing the NESHAP <a href="http://www.epa.gov/ttn/atw/aerosp/aeropg.html">http://www.epa.gov/ttn/atw/aerosp/aeropg.html</a>	EPA-456/R-97-006
10/01	Boat Manufacturing - Brochure, map of sources, slides from presentation, sample initial notification letter, checklists etc. <a href="http://www.epa.gov/ttn/atw/boat/boatpg.html">http://www.epa.gov/ttn/atw/boat/boatpg.html</a>	
4/95	Chromium Electroplating and Anodizing NESHAP - A guidebook on how to comply <a href="http://www.epa.gov/ttn/atw/chrome/chromepg.html">http://www.epa.gov/ttn/atw/chrome/chromepg.html</a>	(EPA-453/B-95-001)
9/97 (Revised)	Ethylene Oxide Commercial Sterilization and Fumigation Operations NESHAP Implementation Document <a href="http://www.epa.gov/ttn/atw/eo/eopg.html">http://www.epa.gov/ttn/atw/eo/eopg.html</a>	EPA-456/R-97-004
8/03	Fabric, Printing, Coating & Dyeing - Overview Brochure and Timeline available <a href="http://www.epa.gov/ttn/atw/fabric/fabricpg.html">http://www.epa.gov/ttn/atw/fabric/fabricpg.html</a>	
12/98	Flexible Polyurethane Foam Production - Plain Language Guide <a href="http://www.epa.gov/ttn/atw/foam/foampg.html">http://www.epa.gov/ttn/atw/foam/foampg.html</a>	EPA-456/B-98-001
9/02	General Provisions - Various tools (e.g., example forms) available at <a href="http://www.epa.gov/ttn/atw/gp/gppg.html">http://www.epa.gov/ttn/atw/gp/gppg.html</a>	
9/97 (Revised)	Halogenated Solvent Cleaning - Summary of Requirements for Implementing the NESHAP <a href="http://www.epa.gov/ttn/atw/degrea/halopg.html">http://www.epa.gov/ttn/atw/degrea/halopg.html</a>	EPA-456/R-96-005
5/95 (under Revision)	Guidance Document for Halogenated Solvent Cleaning NESHAP <a href="http://www.epa.gov/ttn/atw/degrea/halopg.html">http://www.epa.gov/ttn/atw/degrea/halopg.html</a>	EPA-456/R-94-081

Date	Implementation Assistance Tool/Document Title	EPA #
9/04	Industrial/Commercial/Institutional Boilers (MACT) <a href="http://www.epa.gov/ttn/atw/combust/boiler/boilerpg.html">http://www.epa.gov/ttn/atw/combust/boiler/boilerpg.html</a> Website links to tools: 1. Brochure: <a href="http://www.epa.gov/ttn/atw/boiler/brochure.pdf">http://www.epa.gov/ttn/atw/boiler/brochure.pdf</a> 2. Timelines: <a href="http://www.epa.gov/ttn/atw/boiler/timeline_exist.pdf">http://www.epa.gov/ttn/atw/boiler/timeline_exist.pdf</a> 3. Initial Notification: <a href="http://www.epa.gov/ttn/atw/boiler/initialnote9_13_04.pdf">http://www.epa.gov/ttn/atw/boiler/initialnote9_13_04.pdf</a> 4. Applicability Flowchart: <a href="http://www.epa.gov/ttn/atw/boiler/finalflowchart9_30_04.pdf">http://www.epa.gov/ttn/atw/boiler/finalflowchart9_30_04.pdf</a>	EPA-456/F-04-001
12/03	Integrated Iron and Steel - Inspection checklists, applicability flowcharts, compliance timeline <a href="http://www.epa.gov/ttn/atw/iisteel/iisteelpg.html">http://www.epa.gov/ttn/atw/iisteel/iisteelpg.html</a>	
8/02	Large Appliances (Surface Coating) - Overview Brochure and Timeline available <a href="http://www.epa.gov/ttn/atw/lapp/lapplpg.html">http://www.epa.gov/ttn/atw/lapp/lapplpg.html</a>	
8/02	Metal Coil (Surface Coating) - Overview Brochure and Timeline available <a href="http://www.epa.gov/ttn/atw/mcoil/mcoilpg.html">http://www.epa.gov/ttn/atw/mcoil/mcoilpg.html</a>	
8/03	Metal Can (Surface Coating) - Overview Brochure and Timeline available <a href="http://www.epa.gov/ttn/atw/mcan/mcanpg.html">http://www.epa.gov/ttn/atw/mcan/mcanpg.html</a>	
8/03	Metal Furniture (surface coating)- Overview Brochure and Timeline available <a href="http://www.epa.gov/ttn/atw/mfurn/mfurnpg.html">http://www.epa.gov/ttn/atw/mfurn/mfurnpg.html</a>	
12/03	<a href="http://www.epa.gov/ttn/atw/landfill/landfillpg.html">http://www.epa.gov/ttn/atw/landfill/landfillpg.html</a>	EPA-456/R-03-006
12/03	Municipal Solid Waste Landfill MACT - Example Moisture Mass Balance Calculations for Bioreactor Landfills <a href="http://www.epa.gov/ttn/atw/landfill/landfillpg.html">http://www.epa.gov/ttn/atw/landfill/landfillpg.html</a>	EPA-456/R-03-007
9/98	Off-Site Waste and Recovery Operations - Source Identification: Lists of Sources Potentially Subject to the Rule <a href="http://www.epa.gov/ttn/atw/offwaste/oswrogpg.html">http://www.epa.gov/ttn/atw/offwaste/oswrogpg.html</a>	EPA-456/R-98-006
10/99	Off-Site Waste and Recovery Operations - The Plain Language Implementation Assistance Document for Part 63 Subpart DD <a href="http://www.epa.gov/ttn/atw/offwaste/oswrogpg.html">http://www.epa.gov/ttn/atw/offwaste/oswrogpg.html</a>	EPA-456/R-99-007
5/2000	Oil and Gas Applicability Flowcharts <a href="http://www.epa.gov/ttn/atw/oilgas/oilgaspg.html">http://www.epa.gov/ttn/atw/oilgas/oilgaspg.html</a>	
9/2000	Pesticide Active Ingredient - Implementation Document (NOTE: Draft document only, no final will be released) <a href="http://www.epa.gov/ttn/atw/pest/pestpg.html">http://www.epa.gov/ttn/atw/pest/pestpg.html</a>	EPA-456/D-00-001
11/2000 (Revised)	Petroleum Refinery MACT Standard Guidance, Q & A online, Summary of MRR <a href="http://www.epa.gov/ttn/atw/petrefine/petrefpg.html">http://www.epa.gov/ttn/atw/petrefine/petrefpg.html</a>	EPA-456-B-00-001
2/03 (Revised)	Pharmaceutical MACT Rule (Expert system on applicability ) <a href="http://www.epa.gov/ttn/atw/pharma/pharmpg.html">http://www.epa.gov/ttn/atw/pharma/pharmpg.html</a>	
9/01	Pharmaceutical MACT Inspection checklist <a href="http://www.epa.gov/ttn/atw/pharma/pharmpg.html">http://www.epa.gov/ttn/atw/pharma/pharmpg.html</a>	
9/04	Plywood and Composite Board <a href="http://www.epa.gov/ttn/atw/plypart/plypart.html">http://www.epa.gov/ttn/atw/plypart/plypart.html</a> Website links to tools: 1. Brochure: <a href="http://www.epa.gov/ttn/atw/plypart/pcwp_brochure-cover9-30-04.pdf">http://www.epa.gov/ttn/atw/plypart/pcwp_brochure-cover9-30-04.pdf</a> 2. Requirements: <a href="http://www.epa.gov/ttn/atw/plypart/pcwprequirements9-30-04.pdf">http://www.epa.gov/ttn/atw/plypart/pcwprequirements9-30-04.pdf</a> 3. Timeline: <a href="http://www.epa.gov/ttn/atw/plypart/pcwptimeline9-30.pdf">http://www.epa.gov/ttn/atw/plypart/pcwptimeline9-30.pdf</a> 4. Initial Notification: <a href="http://www.epa.gov/ttn/atw/plypart/initialnote9_30_04.pdf">http://www.epa.gov/ttn/atw/plypart/initialnote9_30_04.pdf</a>	

Date	Implementation Assistance Tool/Document Title	EPA #
9/2000	Polyether Polyols Production - Implementation Document <a href="http://www.epa.gov/ttn/atw/polyol/polyolpg.html">http://www.epa.gov/ttn/atw/polyol/polyolpg.html</a>	EPA-456/R-00-002
10/99	Primary Aluminum - Plain Language Guide to the NESHAP-40 CFR 63, Subpart LL: Summary of Requirements <a href="http://www.epa.gov/ttn/atw/alum/alumpg.html">http://www.epa.gov/ttn/atw/alum/alumpg.html</a>	EPA-453/R-99-011
9/01	Pulp and Bleaching System NESHAP for Pulp and Paper Industry: Plain English Description <a href="http://www.epa.gov/ttn/atw/pulp/pulppg.html">http://www.epa.gov/ttn/atw/pulp/pulppg.html</a>	EPA-456/R-01-002
9/01	Pulp and Paper Combustion Sources NESHAP - A Plain English Description <a href="http://www.epa.gov/ttn/atw/pulp/pulppg.html">http://www.epa.gov/ttn/atw/pulp/pulppg.html</a>	EPA-456/R-01/003
12/03	Pulp and Paper Combustion MACT II - Inspection checklists, applicability flowcharts, compliance timelines <a href="http://www.epa.gov/ttn/atw/pulp/pulppg.html">http://www.epa.gov/ttn/atw/pulp/pulppg.html</a>	
9/04	Reciprocating Internal Combustion Engines (RICE) <a href="http://www.epa.gov/ttn/atw/combust/engine/ricepg.html">http://www.epa.gov/ttn/atw/combust/engine/ricepg.html</a> Website Links to tools: 1. Applicability Flowchart: <a href="http://www.epa.gov/ttn/atw/rice/appdiag.pdf">http://www.epa.gov/ttn/atw/rice/appdiag.pdf</a> 2. Initial Notification: <a href="http://www.epa.gov/ttn/atw/rice/notifyform.pdf">http://www.epa.gov/ttn/atw/rice/notifyform.pdf</a> 3. 2SLB Brochure: <a href="http://www.epa.gov/ttn/atw/rice/2slb_overbroc.pdf">http://www.epa.gov/ttn/atw/rice/2slb_overbroc.pdf</a> 4. 2SLB Timeline: <a href="http://www.epa.gov/ttn/atw/rice/2slb_comply.pdf">http://www.epa.gov/ttn/atw/rice/2slb_comply.pdf</a> 5. 4SLB Brochure: <a href="http://www.epa.gov/ttn/atw/rice/4slb_overbroc.pdf">http://www.epa.gov/ttn/atw/rice/4slb_overbroc.pdf</a> 6. 4SLB Timeline: <a href="http://www.epa.gov/ttn/atw/rice/4slb_comply.pdf">http://www.epa.gov/ttn/atw/rice/4slb_comply.pdf</a> 7. 4SRB Brochure: <a href="http://www.epa.gov/ttn/atw/rice/4srb_overbroc.pdf">http://www.epa.gov/ttn/atw/rice/4srb_overbroc.pdf</a> 8. 4SRB Timeline: <a href="http://www.epa.gov/ttn/atw/rice/4srb_comply.pdf">http://www.epa.gov/ttn/atw/rice/4srb_comply.pdf</a> 9. Existing SRB Timeline: <a href="http://www.epa.gov/ttn/atw/rice/4srb_excomply.pdf">http://www.epa.gov/ttn/atw/rice/4srb_excomply.pdf</a> 10. CI Brochure: <a href="http://www.epa.gov/ttn/atw/rice/ci_overbroc.pdf">http://www.epa.gov/ttn/atw/rice/ci_overbroc.pdf</a> 11. CI Timeline: <a href="http://www.epa.gov/ttn/atw/rice/ci_comply.pdf">http://www.epa.gov/ttn/atw/rice/ci_comply.pdf</a> 12. Limited Use Brochure: <a href="http://www.epa.gov/ttn/atw/rice/limit_overbroc.pdf">http://www.epa.gov/ttn/atw/rice/limit_overbroc.pdf</a> 13. Limited Use Timeline: <a href="http://www.epa.gov/ttn/atw/rice/limit_comply.pdf">http://www.epa.gov/ttn/atw/rice/limit_comply.pdf</a> 14. MACT Compliance Handbook: <a href="http://www.epa.gov/ttn/atw/rice/mactcomply.pdf">http://www.epa.gov/ttn/atw/rice/mactcomply.pdf</a>	9/04
09/05	Reinforced Plastics MACT – <a href="http://www.epa.gov/ttn/atw/rpc/rpcpg.html">http://www.epa.gov/ttn/atw/rpc/rpcpg.html</a> 1. Compliance Guide to the Reinforced Plastic Composites Production NESHAP, 40 CFR 63, Subpart WWW: <a href="http://www.epa.gov/ttn/atw/rpc/fnlscbg_www.pdf">http://www.epa.gov/ttn/atw/rpc/fnlscbg_www.pdf</a> 2. Reinforced Plastics - Applicability flowchart and sample notification form available at: <a href="http://www.epa.gov/ttn/atw/rpc/notificationform.pdf">http://www.epa.gov/ttn/atw/rpc/notificationform.pdf</a>	EPA-456/R-05-005
12/03	Refractory Products Manufacture - brochure, overview of testing requirements, example calculations, and overview of control options <a href="http://www.epa.gov/ttn/atw/refrac/refracpg.html">http://www.epa.gov/ttn/atw/refrac/refracpg.html</a>	
11/2000 9/03	Secondary Aluminum (Sweat Furnace Operations) - Brochure (11/00) and Plain Language Workbook (9/03), source identification information <a href="http://www.epa.gov/ttn/atw/alum2nd/alum2pg.html">http://www.epa.gov/ttn/atw/alum2nd/alum2pg.html</a>	EPA-456/F-00-004
9/03	Secondary Aluminum - example malfunction plan and notification forms, source list, applicability flowcharts, and summary of MRR <a href="http://www.epa.gov/ttn/atw/alum2nd/alum2pg.html">http://www.epa.gov/ttn/atw/alum2nd/alum2pg.html</a>	
12/03	Ship Building & Repair - Inspection checklists, applicability flowcharts, compliance timelines, CD <a href="http://www.epa.gov/ttn/atw/shipb/shipbpg.html#IMP">http://www.epa.gov/ttn/atw/shipb/shipbpg.html#IMP</a>	
12/03	Wool Fiberglass - Inspection checklists, applicability flowcharts <a href="http://www.epa.gov/ttnatw01/woolfib/woolfipg.html">http://www.epa.gov/ttnatw01/woolfib/woolfipg.html</a>	
9/97 (Revised)	Wood Furniture Manufacturing Operations NESHAP Implementation Doc. <a href="http://www.epa.gov/ttn/atw/wood/riwood.html">http://www.epa.gov/ttn/atw/wood/riwood.html</a>	EPA-456/R-97-005

## NSPS Implementation Tools Completed

Date	Implementation Assistant Tool/Document Title	EPA #
10/96	Municipal Solid Waste Landfills, Vol. 1: Summary of the Requirements for the NSPS and EG <a href="http://www.epa.gov/ttn/atw/landfill/landflpg.html">www.epa.gov/ttn/atw/landfill/landflpg.html</a>	EPA-453/96-004

## 111(d)/129 Implementation Tools Completed

Date	Implementation Assistant Tool/Document Title	EPA #
11/97	Hospital/Medical/Infectious Waste Incinerator Emission Guidelines - Summary of Requirements for Section 111(d)/129 State Plans <a href="http://www.epa.gov/ttn/atw/129/hmiwi/rihmiwi.html">http://www.epa.gov/ttn/atw/129/hmiwi/rihmiwi.html</a>	EPA-456/R-97-007
7/96	Municipal Waste Combustion: Summary of the Requirements for Section 111(d)/129 State Plans for Implementing the MWC Emission Guidelines <a href="http://www.epa.gov/ttn/atw/129/mwc/rimwc.html">http://www.epa.gov/ttn/atw/129/mwc/rimwc.html</a>	EPA-456/R-96-003
11/98	Municipal Solid Waste Landfills, Vol. 2: Summary of Requirements for Section 111(d) State Plans for implementing the MSW Landfill EG <a href="http://www.epa.gov/ttn/atw/landfill/landflpg.html">http://www.epa.gov/ttn/atw/landfill/landflpg.html</a>	EPA-456/R-98-009

## 183(e) Implementation Tools Completed

Date	Implementation Assistant Tool/Document Title	EPA #
7/99	Architectural Coatings - Small Entity Compliance Guide <a href="http://www.epa.gov/ttn/atw/183e/aim/aimpg.html">http://www.epa.gov/ttn/atw/183e/aim/aimpg.html</a>	EPA-453/R-99-003

## Implementation Tools Planned FY05-FY06

Air Toxics Implementation Tool Project Title	EPA Contact*
Auto and Light Duty Truck <a href="http://www.epa.gov/ttn/atw/auto/autopg.html">http://www.epa.gov/ttn/atw/auto/autopg.html</a>	Gil Wood 919-541-5272
Metal Furniture - OAQPS Emission Standards Division (ESD) planning additional tools such as inspection checklist <a href="http://www.epa.gov/ttn/atw/mfurn/mfurnplan.html">http://www.epa.gov/ttn/atw/mfurn/mfurnplan.html</a>	Mohamed Serageldin 919-541-2379
Miscellaneous Coatings Manufacturing – Surface coatings sources <a href="http://www.epa.gov/ttn/atw/mcm/mcmmpg.html">http://www.epa.gov/ttn/atw/mcm/mcmmpg.html</a>	Gary Blais 919-541-3223
Reinforced Plastics – Revised Final applicability flowchart and a final sample notification form for RPC facilities to use. Other tools pending recent revisions. <a href="http://www.epa.gov/ttn/atw/rpc/rpcpg.html">http://www.epa.gov/ttn/atw/rpc/rpcpg.html</a>	Tom Link 202-343-9316
SOCMI Waste Water NSPS - Inspection checklist, applicability flow charts, compliance timeline, Q & As, Relationship to other rules table <a href="http://www.epa.gov/ttn/atw/nsps/socww/socwwpg.html">http://www.epa.gov/ttn/atw/nsps/socww/socwwpg.html</a>	Tom Link 919-541-5456
Wood Building Products – Several types of tools being finalized FY04. <a href="http://www.epa.gov/ttn/atw/wbldg/wbldgpg.html">http://www.epa.gov/ttn/atw/wbldg/wbldgpg.html</a>	Gary Blais 919-541-3223

\*To contact one of these persons you can e-mail them by typing: [last.name.first.name@epa.gov](mailto:last.name.first.name@epa.gov).

## **Reporting Year (RY) 2004 Toxics Release Inventory (TRI) Data Released on November 17, 2005**

The Toxics Release Inventory (TRI) data submitted to the Environmental Protection Agency (EPA) for reporting year 2004 (RY2004) was posted on the internet on November 17, 2005. This posting of the TRI data on the internet is called the Electronic Facility Data Release (e-FDR) and is the first of a two-phased approach for making RY2004 TRI data available to the public. The second phase will take place in spring 2006, as part of the annual "Public Data Release" (PDR), which will include releasing TRI data through TRI Explorer and supporting materials.

Until the PDR is issued, TRI data publicly available on the internet through the e-FDR is accessible in limited format, via the EPA Envirofacts database. The internet site to view the data is <http://www.epa.gov/tri-efdr/>. The public may view Form R and Form A Certification Statement information on a form-by-form, facility-by-facility basis. Some, but not all, data checks have been completed for the forms released and the query tool does not support aggregation of the data or national analysis. The spring 2006 Public Data Release will include national analysis and trends as well as tools to support independent analysis.

**For further information contact:** Josh Woodyard at (202) 566-0738, [woodyard.josh@epa.gov](mailto:woodyard.josh@epa.gov)

## **EPA Eases Permitting Requirements for Small Businesses Release Date: December 14, 2005**

To avoid unnecessary costs and burdens, EPA will no longer require five types of small businesses to obtain federal operating permits. These businesses include: neighborhood perchloroethylene dry cleaners; small ethylene oxide sterilizers that clean laboratory equipment and other items; chromium electroplaters that make items such as chrome parts for cars and plumbing fixtures; secondary aluminum production sources like car salvage yards; and halogenated solvent cleaners that clean metal parts, electronics and other objects.

The operating permit, called a Title V permit, requires a facility to make regular reports on how it is tracking and controlling emissions and to certify each year whether it has met its air pollution requirements. The Clean Air Act states that a small business may be exempted from permits if it is "impracticable, infeasible, or unnecessarily burdensome" for the small facility to meet permit requirements.

This action does not change any requirements governing the control of emissions of toxic air pollutants that apply to these facilities -- they are still required to limit their emissions of air toxics. In addition, the air toxics standards governing these businesses already require a detailed accounting of compliance. However, the additional requirements of a permit would be very costly for these small businesses and would not provide additional assurance of compliance.

For more information on this action, visit:

[http://www.epa.gov/ttn/oarpg/t5/fact\\_sheets/asourceexempt.html](http://www.epa.gov/ttn/oarpg/t5/fact_sheets/asourceexempt.html)

**For further information contact:** John Millett, 202-564-4355, [millett.john@epa.gov](mailto:millett.john@epa.gov)

# What's New in Chemical Accident Prevention

## EPA's Office of Emergency Management (OEM)

### Regulatory Developments

- The amendments to the Chemical Accident Prevention Rule were published in the Federal Register on April 9, 2004. The full citation and link are given below:

Accidental Release Prevention Requirements: Risk Management Program Requirements Under Clean Air Act Section 112(r)(7); Amendments to the Submission Schedule and Data Requirements; Final Rule. [69 FR 18819](#), April 9, 2004.
- A factsheet titled *Changes to the Chemical Accident Prevention Rule (Risk Management Program) in 2004* was issued in March 2005 and provides additional information about the reporting deadlines and the recent changes to the RMP reporting requirements. This factsheet is available on the EPA website at:  
[http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/RMP2004\\_factsheet.pdf/\\$File/RMP2004\\_factsheet.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/RMP2004_factsheet.pdf/$File/RMP2004_factsheet.pdf)
- Frequently Asked Questions (FAQs) for the amendments were approved and are available on the EPA website at: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/2004-FAQ.htm>
- Following the April 9th amendments to the Chemical Accident Prevention Rule, EPA updated the Clean Air Act 112(r) Frequently Asked Questions (<http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/caa-faqs.htm>) and the Frequently Asked Questions about RMP\*Submit2004 ([http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/rmp\\_submit\\_faq.htm](http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/rmp_submit_faq.htm)).
- RMP\*Submit 2004 was made available in April, 2004 as well. This software is available from the EPA website at: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/ap-rmsb.htm>

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- 3) Type the following in the body of the message subscribe EPA-CEPP
- 4) Your First Name Your Last Name
- 5) Within 24 hours, you should receive confirmation.

Visit the OEM Website: [www.epa.gov/emergencies](http://www.epa.gov/emergencies)

**For regulatory questions, contact the Superfund, TRI, EPCRA, RMP, and Oil Information Center:**

Phone: 1-800-424-9346 or in DC metro area (703) 412-9810  
TDD: 1-800-553-7672 or in DC metro area (703) 412-3323



## An eRulemaking Initiative Update

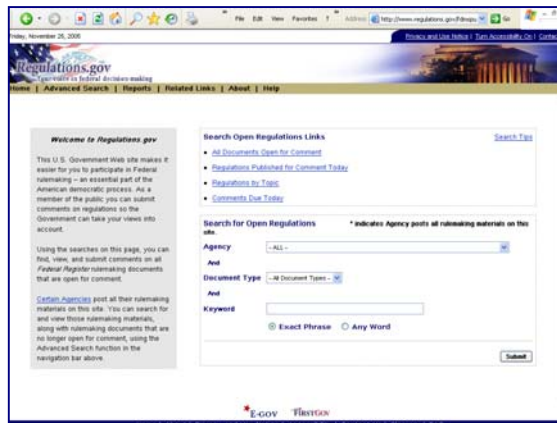


Since January 2003, *Regulations.gov* has allowed the public to view a description of every proposed rule currently open for comment, read full texts of these documents, and submit comments to the Federal agencies that have created them. In September 2005, the Initiative launched a federal-wide system called the Federal Docket Management System (FDMS), a full-featured content management system that builds on the original *Regulations.gov* by expanding public access to all rulemaking docket materials as well as other non-rulemaking federal actions by federal Departments and Agencies including the Animal and Plant Health Inspection Service/Department of Agriculture, Department of Homeland Security, Department of Housing and Urban Development, and the National Archives and Records Administration.

On November 28, 2005, EPA began implementing the new FDMS. The public can now search for and access EPA's docket information previously found on EPA's EDOCKET on FDMS' public side, *Regulations.gov*. Additional Federal Departments and Agencies will be participating in FDMS on a 'rolling basis' over the next year.

### Features of the new *Regulations.gov*:

- Access to the entire rulemaking docket
- Web form to submit comments
- Simple and sophisticated searches
- Reports
- Workflow management (roles and permissions) for agencies
- Full-text and Boolean search for agencies.



### Using *Regulations.gov*:

For detailed instructions on how to use the features on *Regulations.gov*, click on the Help menu item located at the upper right corner on your screen. Here are additional 'helpful hints' when using *Regulations.gov*:

- Your Internet browser's popup blocker may prevent you from opening documents on *Regulations.gov*. Make sure that your Internet browser's Popup Blocker is turned off. Some Internet browsers may require you to hold down the "Ctrl" key while you click on the icon and proceed through the prompt to open it. You may release the "Ctrl" key once the file is opened.
- Looking for dockets previously found on EDOCKET? You can find "legacy" dockets using the Advanced Search function. Click on Advanced Search / Docket and enter the former EDOCKET identification number in "Legacy Number."

**Background:** The eRulemaking Initiative is one of 25 federal E-Government initiatives. EPA is the lead partner agency of this cross-government effort. The E-Government Act of 2002 (Section 206) authorizes E-Government Initiatives and requires federal agencies to support this initiative. All agencies and departments are expected to make their regulatory dockets electronically accessible and searchable via the eRulemaking Initiative's Web site, [www.regulations.gov](http://www.regulations.gov)

For Further Information Contact: **Kristin Tensuan** at: (202) 564-2727 or [tensuan.kristin@epa.gov](mailto:tensuan.kristin@epa.gov)

## EPA REGULATORY AGENDA – October 31, 2005

### Potential Impacts on Small Businesses

Twice each year, EPA publishes the Semi-Annual Regulatory Agenda to update the public about:

- Regulations and major policies currently under development
- Reviews of existing regulations and major policies
- Regulations and major policies completed or canceled since the previous Agenda

Under the Regulatory Flexibility Act (RFA)/Small Business Regulatory Enforcement Fairness Act (SBREFA), EPA must prepare a formal analysis of the potential negative impacts on small entities, convene a Small Business Advocacy Review Panel on proposed rules, and prepare a Small Entity Compliance Guide on final rules, unless the Agency certifies that a rule will not have a significant economic impact on a substantial number of small entities (SISNOSE). The Semi-Annual Regulatory Agenda lists all rules which will have a SISNOSE and trigger the SBREFA process. It also lists those rules that may affect small entities, but which are not expected to have a SISNOSE and thus do not trigger the SBREFA process.

The October 31, 2005 Agenda lists the following **nine (9) EPA rules** as triggering the SBREFA process:

- Control of Emissions of Hazardous Air Pollutants from Mobile Sources
- Control of Emissions from New Locomotives and New Marine Diesel Engines Less than 30 Liters per Cylinder
- Control of Emissions from Spark Ignition Engines and Fuel Systems from Marine Vessels and Small Equipment
- Federal Implementation Plans to Reduce Interstate Transport of Fine Particulate Matter and Ozone
- Rulemaking on Section 126 Petition from North Carolina to Reduce Interstate Transport of Fine Particulate Matter and Ozone; FIP to Reduce Transport of Fine PM and O<sub>3</sub>; Revisions to CAIR Rule; Revisions to Acid Rain Program
- Lead-based Paint Activities; Amendments for Renovation, Repair & Painting
- National Primary Drinking Water Regulations; Groundwater Rule
- National Primary Drinking Water Regulations; Radon
- National Primary Drinking Water Regulations; Revisions to the Total Coliform Monitoring and Analytical Requirements and Additional Distribution System Requirements

The October 31, 2005 Agenda also lists **101 EPA rules** that will **not** trigger the SBREFA process, but which may affect small entities, including 24 NESHAPs. Due to the large number, all are not listed here. **The Small Business Division is currently tracking 76 rules that could impact small businesses.** Below are some of the major rules that we are currently tracking.

- CAA – NESHAPs: Area Source Rules (50); Residual Risk Rules (13); VOC: Architectural Coatings & National Standards for Consumer Products; Clean Air Mercury Rules; Stationary Spark-ignited and Compression-ignited Internal Combustion Engines
- CWA – Definition of Waters of the US; SPCC Rule; National Primary Drinking Water Regulations: Enhanced Surface Water Treatment Rule; Disinfection Byproducts Rule; Aldicarb Rule
- EPCRA – Amendments to EPCRA (Sara Title III); TRI Rules (5)
- FIFRA - Pesticides: 1) Management & Disposal; 2) Data Requirements (several); 4) Registration Review; 5) Registration Requirements
- RCRA – Revision to Definition of Solid Waste; Burden Reduction; Solvent-contaminated Industrial Wipes
- TSCA – Significant New Use Rules (4); Lead-based Sinkers Proposed Ban; Lead-based Paint (several); Testing Agreements (11); Notification of Chemical Exports; Asbestos Model Accreditation Plan Revisions; PCBs

In the December, 2004 issue of the Agenda, **eight rules** were listed for which the Agency is conducting a review as required by the Regulatory Flexibility Act (RFA). **Section 610 of the RFA** requires that the Agency review, after ten years of promulgation, each rule that has or will have a significant economic impact on a substantial number of small businesses. These reviews will be used to decide whether a rule should be continued unchanged, amended, or withdrawn. In the May, 2005 issue of the Agenda no additional rules were listed for 610 review, and **two rules** were listed for which the 610 reviews **had been completed**. In this issue of the Agenda (October 31, 2005), **one additional rule** is listed for 610 review (underlined below). The nine rules currently undergoing 610 review are listed below. The two rules for which 610 reviews have been completed are bolded and italicized.

- Fuels and Fuel Additives Registration Regulations
- Emission Standards for New Nonroad Spark-Ignition Engines at or below 19 Kilowatts
- NESHAPs: 1) Secondary Lead Smelting; 2) Petroleum Refineries
- ***WPS: Pesticide Worker Protection Standard (WPS) Rule (completed)***
- ***Lead Requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities (completed)***
- Land Disposal Restrictions Phase III: Decharacterized Wastewaters, Carbamate Wastes, and Spent Potliners
- Land Disposal Restrictions Phase II: Universal Treatment Standards for Organic Toxicity Characteristic Wastes and Newly Listed Wastes
- Accidental Release Prevention Requirements: Risk Management Programs under the Clean Air Act Section 112 (r)(7)

# STATUS OF HIGH VISIBILITY ACTIONS

## OBTAINING ADDITIONAL INFORMATION FOR SMALL BUSINESS

Some articles in this newsletter cite certain reference publications by Item Number that provide additional information on the topic. These publications can be ordered by completing the Publication Order form on page 75. In addition, the Ombudsman's Office maintains an inventory of over 300 EPA and related publications containing useful environmental information for small business. A complete listing of these publications can be obtained by calling the Ombudsman's Office at **1-800-368-5888** or **202-566-2855**.

### CLEAN AIR ACT (CAA)

#### **EPA to Finalize Permanent Exemptions from Title V Permitting for Many Area Sources Prior to the December '05 PerNATIONAL WIDE mit Application Submittal Deadline**

Some of the area sources that are subject to MACT standards were previously subject to deferrals from Title V area source permitting. These sources are drycleaners, EO sterilizers, chrome electroplaters, secondary lead smelters, and secondary aluminum production. On December 9, 2004, the Title V permitting deferrals expired and these sources all became subject to a requirement to submit a title V area source permit application by December 9, 2005. However, On March 25, 2005 EPA announced its proposed decision to permanently exempt all of these source categories, except secondary lead smelters, from title V area source permitting. EPA hopes to issue its final exemption rule prior to the TV permit application deadline for these area sources, so these sources will not have to submit applications. For further information contact **Jeff Herring** at: 919-541-3195.

#### **Urban Air Toxics Strategy**

This Strategy is an integrated framework for addressing air toxics in urban areas by looking at stationary, mobile, and indoor source emissions. Air toxics can pose special threats in urban areas because of the large number of people and the variety of sources of toxic air pollutants, such as vehicles, large factories, gasoline stations, and dry cleaners. Individually, some of these sources may not emit large amounts of toxic pollutants, however, collectively can produce potentially significant health effects. Although existing programs have already achieved substantial emission reductions, more needs to be done to reduce toxics air pollutants, particularly in the urban areas. The Strategy outlines actions to reduce emissions of air toxics and assessment activities to improve EPA's understanding of the health and environmental risks posed by air toxics in urban areas. One of these actions is to promote local decision making on reducing toxics in a community environment. As a result, EPA is working with over 30 communities to help assess and address their air toxics problems. The Strategy includes a list of 33 air toxics that pose the greatest potential health threat in urban areas, and also provides a list of 70 area source categories responsible for a substantial portion of the emissions of these air toxics. 15 area source standards have been developed thus far and 55 more will be addressed in the future. For more information about the Strategy, visit EPA's web site at [www.epa.gov/ttn/atw/urban/urbanpg.html](http://www.epa.gov/ttn/atw/urban/urbanpg.html). **Contact: Yvonne W. Johnson**, 919-541-3921.

#### **National Emission Standards for Hazardous Air Pollutants (NESHAP) Rules Update Area Source Program**

The EPA has a requirement under the Clean Air Act to list area source categories to address 90 percent of the emissions of 30 listed urban Hazardous Air Pollutants (HAP). This effort is part of the Urban Air Toxics Strategy, and is of interest to small businesses because it has the potential to affect many small sources.

As of November 2002, EPA has listed a total of 70 area source categories to be addressed. Of the 70 categories on the list, 15 have already been regulated. EPA is under a consent decree for five of the remaining 55 source categories and is currently in negotiations with a litigant to develop schedules for the remaining 50 area source categories. EPA is currently developing a framework which would provide flexibility in how the states and/or EPA addresses the remaining categories. More information on area source standards is available at <http://www.epa.gov/ttn/atw/urban/arearules.html>  
**Contact: Yvonne W. Johnson** at 919-541-3921

#### **Residual Risk and MACT standard Review Program**

Eight years after EPA publishes a final technology-based NESHAP for a source category, we are required to determine if the residual risk from air toxics emissions for that source category are protective of human health and the environment. We are also required to review the technology-based standards every eight years after publication. Currently, there are around twenty residual risk and MACT review standards development projects under way. We are focusing our resources on the 8 projects where we have missed our statutory deadline and Earth Justice has filed suit and we are under schedule negotiations.—The first rule under Residual Risk, (i.e., National Emission Standards for Coke Oven Batteries) was published in the Federal Register on April 15, 2005. For more information on the program, source categories, and project contacts, visit the web at <http://www.epa.gov/ttn/atw/rrisk/residriskpg.html>  
**For Further Information Contact: Standards Development - Bob Lucas at 919 541-0884 and Risk Assessment - Roy Smith at 919 541- 5362**

#### **Section 112(j) (Hammer Date) Status**

All facilities that are major sources of HAP, and were listed in a source category on EPA's source category list for which we have not promulgated a final NESHAP, were required to submit a Part 1 title V permit application to their permitting authority by May 15, 2002 to develop case-by-case maximum achievable control technology (MACT) **to incorporate into their title V permit**. Major sources are those that emit from the entire contiguous facility 10 tons or more of any single HAP or 25 tons or more of any combination of HAP.

The 112(j) permit application process consists of two parts. Part 1 (that was due May 15, 2002) is basically a simple informational notification that the source is subject to the section 112(j) rule and is in an affected source category. Part 2 of the application would contain the more detailed, comprehensive information necessary for the permitting authority to develop case-by-case MACT and issue a permit within 18 months after receiving a complete Part 2 application. The schedule for Part 2 depends on the specific source category. Once a final NESHAP has been signed by the Administrator, the Part 2 application is no longer necessary, and the 112(j) requirements are no longer applicable. Sources in only 2 NESHAP are potentially subject to 112(j): Industrial, institutional, and commercial boilers, and process heaters that burn hazardous waste; and hydrochloric acid production furnaces that burn hazardous waste. Part 2 applications are due for these sources by 8/13/05, unless the final rules are signed by that date.

Business that believe they may be affected sources should review 40 CFR 63, subpart 63.50 through 63.56, the April 5, 2002, Federal Register, page 16582, and the May 30, Federal Register page 32586. Additional information is also on EPA's Air Toxics Website at <http://www.epa.gov/ttn/atw/112j/112jaypg.html>

**Contact: Rick Colyer at 919-541-5262.**

### **Hazardous Air Pollutant Standards for Several Categories of Industrial Combustion Sources**

The Agency is developing rules under Section 112 of the Clean Air Act (CAA) to limit emissions of hazardous air pollutants from several industrial combustion sources. This may include rules for boilers, process heaters, stationary combustion turbines, and/or stationary reciprocating internal combustion engines. These sources are used primarily for energy generation in a wide variety of industries and they burn a variety of fuels (e.g., wood, oil, coal, natural gas). The rules could affect thousands of sources nationwide and have significant environmental, health, and cost impacts. See <http://www.epa.gov/ttn/atw/combust/list.html> for more information on these rules.

### **Organic Liquids Distribution (Non-Gasoline)**

On February 3, 2004 the Agency promulgated national emission standards for hazardous air pollutants that establish maximum achievable control technology (MACT) for facilities distributing organic liquids. This standard addresses activities associated with the storage and distribution of organic liquids other than gasoline at sites that produce or use organic liquids or serve as distribution points from which organic liquids may be obtained for further use and processing.

EPA received five (5) Petitions for Reconsideration regarding this rule. All were granted and amendments to the rule are being written. The first amendment which addresses the petitions was proposed November 14, 2005. We are hoping to propose a second amendment which addresses the remaining petition before mid year 2006. See <http://www.epa.gov/ttn/atw/orgliq/orgliqpg.html> for a copy of the final rule. **Contact: Martha Smith at 919-541-2421**

## **Perchloroethylene (PCE) Health Effect Assessment**

EPA's National Center for Environmental Assessment in The Office of Research and Development (ORD) has started a health assessment to update the Agency's data base on possible health hazards associated with chronic exposure to perchloroethylene. The assessment will characterize hazard and dose-response for cancer and non-cancer toxicity. In addition to conclusions about cancer hazards, if any, a reference concentration (RfC) for inhalation exposure and a reference dose (RfD) for ingestion exposure will be recommended. The assessment began in the Spring of 1999, and completion is expected in calendar year 2004 or 2005. The exact date depends on what additional work might be necessary as a result of comments to be made in the review process. The Agency's plan is to develop the assessment, with a full peer and public review process, and then provide a data file for insertion into the EPA Integrated Risk Information System (IRIS) which records the Agency- wide viewpoint on health assessment issues.

## **CLEAN WATER ACT (CWA)**

### **National Bacteria Standards to Protect Swimmers at Beaches**

On November 8, 2004, EPA established more protective health-based federal bacteria standards for those states and territories bordering Great Lakes or ocean waters that had not yet adopted standards in accordance with the BEACH Act of 2000. Of the 35 states and territories that have coastal or Great Lakes recreation waters, 15 have adopted criteria as protective of health as our recommended criteria for all their coastal recreation waters, 5 have adopted criteria as protective as our recommended criteria for some of their coastal recreation waters, and 12 states are in the process of adopting protective criteria. When this final rule was issued, three states had not yet started adopting our recommended criteria (Georgia, Louisiana, and Oregon). When a state or territory adopts criteria as protective of human health as our 1986 bacteria criteria into their standards, EPA will approve those standards and withdraw the federal standards for that state or territory. <http://www.epa.gov/waterscience/beaches/bacteria-rule.htm>

While the Clean Water Act and its implementing regulations may trigger the need for new or revised discharge limits based on the water quality standards to be placed on small entities in some cases by this rule, the standards themselves do not directly apply to any discharger, including small entities.

### **Managing Manure Guidance for CAFOs**

This guidance provides technical information for owners, operators, technical service providers, consultants, and permit authorities on how to carry out EPA's technical requirements for NPDES permitted CAFOs. It also provides information on voluntary technologies and management practices that may both improve the production efficiency of CAFOS and further protect the quality of the nation's waters. <http://cfpub.epa.gov/npdes/afo/info.cfm#manure>

## Cooling Water Intake Structures

Section 316(b) of the Clean Water Act directs EPA to assure that the location, design, construction, and capacity of cooling water intake structures reflect the best technology available for minimizing adverse environmental impact. The withdrawal of cooling water from waters of the U.S. harms billions of aquatic organisms each year, including fish, fish larvae and eggs, crustaceans, shellfish, sea turtles, and marine mammals. Most damage is done to early life stages of fish and shellfish.

Cooling water intake structures are used across a range of industrial categories, including steam electric power generation, pulp and paper manufacturing, chemical manufacturing, petroleum refining, and metals manufacturing. EPA developed these regulations in three phases. The first phase, promulgated in December 2001, covered new facilities and had no significant impact on small businesses.

On February 16, 2004, EPA's Administrator signed final regulations for the second phase, which established requirements for cooling water intake structures at existing electric power generating plants that use at least 50 million gallons of cooling water a day. These final regulations do not have a significant economic impact on a substantial number of small entities. This rule protects more than 200 million pounds of aquatic organisms annually from death or injury. The benefits from improvements to commercial and recreational fishing range from \$73 million to \$83 million per year. EPA estimates that this rule affects about 550 facilities, most of which are owned by large businesses or government jurisdictions. EPA estimates that the final rule will cover only two small businesses.

Phase III was proposed on November 1, 2004. The proposal addresses existing manufacturing facilities not covered by the Phase II rule that withdraw cooling water above a certain regulatory threshold and offshore and new coastal oil and gas extraction facilities that are designed to withdraw at least two million gallons a day (MGD). EPA estimates that the rule will cover one small entity, a new off shore oil and gas platform.

The proposed rule contains three options that, based on design intake flow and source waterbody, define which existing facilities would be subject to new requirements:

- \* The facility has a total design intake flow of 50 MGD or more, and withdraws from any waterbody type; or
- \* The facility has a total design intake flow of 200 MGD or more, and withdraws from any waterbody type; or
- \* The facility has a total design intake flow of 100 MGD or more and withdraws water from an ocean, estuary, tidal river, or one of the Great Lakes.

The facilities subject to the rule would have to meet the same requirements as those established in the Phase II regulations for large-flow power plants. Requirements to reduce impingement mortality and/or entrainment would be determined based on waterbody type. The proposed rule provides several compliance alternatives, such as using existing technologies, selecting additional fish protection technologies (such as screens with fish return systems), and using restoration measures. Facilities may also choose to demonstrate that the costs of complying with the rule would be significantly greater than the costs that EPA estimated in establishing the requirements and request site-specific requirements. Another compliance alternative would allow facilities to request site-specific requirements that are as close as practicable to the applicable impingement mortality

and/or entrainment performance standards without resulting in costs that are significantly greater than the benefits of the facility.

The proposed rule would also establish requirements for new offshore and coastal oil and gas extraction facilities. These facilities would be required to design their cooling water intake structures to meet a through-screen velocity of 0.5 feet per second or less and, if they are located in estuaries or tidal rivers, they would also be required to meet proportional flow requirements. Facilities could also request alternative, less stringent requirements if their compliance costs would be wholly out of proportion to those we considered in establishing the requirements.

On February 27, 2004, EPA convened a Small Business Advocacy Review Panel for the proposed rule. Prior to convening the panel, EPA held conference calls and meetings to receive information from prospective small entity representatives about the panel and their early concerns about the planned proposed regulation. Three municipal power plant representatives and four representatives from manufacturing industries provided comments to the panel. The panel produced a final report to the EPA Administrator on April 27, 2004 that evaluated several regulatory alternatives for reducing the impacts of the rule on small entities. That report was considered in the development of the Phase III rule.

On November 25, 2005, EPA published a Notice of Data Availability, which announced new data and analyses that have been done since the proposed rule was published. EPA asked for comment on the new information. The comment period closed on December 27, 2005. EPA is on schedule to issue final regulations for the Phase III facilities in June 2006.

## Effluent Guidelines Program

Effluent guidelines are regulations for industrial discharges to surface waters and to publicly-owned treatment systems. You can check for updates on all of the effluent guidelines on the Internet at <http://www.epa.gov/guide/>. Below, EPA reports on important progress.

The effluent guidelines program operates on a two-year planning cycle. In September 2004, EPA announced the effluent guidelines to be revised or developed in the next few years. EPA identified four industries to consider for effluent guidelines rulemaking. Two of these industries—Airport Deicing Operations and Drinking Water Supply and Treatment—are not subject to existing effluent guidelines. The other two industries—Vinyl Chloride Manufacturing, which is part of the Organic Chemicals, Plastics, and Synthetic Fibers point source category, and Chlor-Alkali manufacturing, which is part of the Inorganic Chemicals point source category—are subject to existing effluent guidelines. The plan and several supporting documents are available on the Internet at <http://epa.gov/guide/plan.html>.

In August 2005, EPA published a preliminary plan to prepare for the 2006 announcement of regulations to be revised or developed. EPA proposed additional study for three industries before making a decision about the need for regulation: Steam Electric Power Generation; Pulp, Paper, and Paperboard; and Tobacco Products.

## Concentrated Aquatic Animal Production

The final effluent guideline for Concentrated Aquatic Animal Production (CAAP) was published in the Federal Register on August 23, 2004. CAAP is often called aquaculture. The CAAP effluent guideline includes requirements for flow-through, recirculating, and net pen systems that produce 100,000 pounds or more per year of aquatic animals. Pond production systems are not included. CAAP facilities must develop a plan that describes how the facility will control solids, properly store materials (drugs, pesticides, feed), and maintain the structural integrity of the system. In addition, all CAAP facilities must meet recordkeeping and reporting requirements and ensure that staff is properly trained.

The CAAP effluent guideline does not modify the National Pollutant Discharge Elimination System (NPDES) regulations defining a CAAP facility. Some facilities will need an NPDES permit even though they are not covered by the CAAP effluent guideline. EPA plans to publish a guidance document on complying with the CAAP effluent guideline in 2006.

## Drinking Water Treatment Facilities

In September 2004, EPA started collecting information for a new effluent guideline to address the direct discharge of drinking water treatment residuals to surface water, and for the indirect discharge of residuals to wastewater treatment plants. Pollutants of concern that might be addressed include suspended solids, aluminum salts, iron salts, organic matters, polymer, lime, desalination concentrates, radionuclides, and arsenic. It is important to note, however, that EPA has not yet decided whether any discharge controls are necessary. EPA is collecting information on the production, management, and potential environmental impacts of residuals in order to decide whether discharge controls are warranted. EPA is also gathering information concerning the potential regulatory burden on small public and privately-owned drinking water treatment systems.

A Notice of Proposed Rulemaking is planned for April 2007. More details about data collection activities are posted on the Drinking Water Treatment Effluent Guideline website at: <http://www.epa.gov/waterscience/guide/>

## Energy Bill Changes Regulatory Action for Storm Water Runoff from Oil and Gas Operations

On Monday, August 8, President Bush signed into law The Energy Policy Act of 2005 (H.R. 6, "the Energy Bill"). Section 323 of the legislation modifies the Clean Water Act to define certain oil and gas activities, including some construction activities, to the types of uncontaminated storm water discharges for which a permit is not necessary under the National Pollutant Discharge Elimination System (NPDES) program. Reflecting the changes in the new law, EPA is proposing modifications to its current regulations governing construction site storm water discharges. EPA's Phase I Storm Water Rule (1990) requires NPDES permit coverage for storm water discharges from all large construction activities that disturb five or more acres of land. Its Phase II Storm Water Rule

(1999) required similar NPDES permit coverage by March 10, 2003, for small construction activities that disturb between one and five acres. Neither rule excluded discharges from construction activities associated with oil and gas operations.

However, after promulgation of the Phase II Rule, EPA received information indicating that the Agency had improperly assumed that few oil and gas operations, if any, would be affected by the Phase II Rule. As such, EPA twice postponed permit requirements under the Phase II Storm Water Rule for small oil and gas construction sites pending a detailed analysis and evaluation of the industry. EPA anticipates taking final action to address these concerns and to codify the language in the recent Energy Policy Act. The final action will address both Phase I and Phase II storm water discharges associated with oil and gas operations.

## Streamlined Requirements for Industrial Dischargers to Public Sewer Systems

On October 14, 2005, EPA finalized the "Pretreatment Streamlining Rule" (70 FR 60134) which revises several provisions of the General Pretreatment Regulations that address the requirements for, and oversight of, industrial facilities that introduce pollutants into Publicly Owned Treatment Works (POTWs). The Streamlining Rule is designed to reduce the burden to industrial facilities and provide more flexibility in technical and administrative requirements affecting these facilities, as well as the oversight requirements of POTWs, and state and EPA authorities. The rule will significantly reduce costs by eliminating unnecessary requirements and providing great flexibility. Information related to the Streamlining Rule can be found at [http://cfpub.epa.gov/npdes/home.cfm?program\\_id=3](http://cfpub.epa.gov/npdes/home.cfm?program_id=3)

## Electronic Notice of Intent (eNOI) for Storm Water Discharges from Construction Sites and Industrial Facilities

EPA has developed the Electronic Notice of Intent (eNOI) for construction sites and industrial facilities that need to apply for coverage under EPA's Construction General Permit (CGP) or Multi-Sector General Permit (MSGP), respectively. The eNOI process was designed so that completing a storm water Notice of Intent is easier, faster and more accurate. For more information visit <http://cfpub.epa.gov/npdes/stormwater/enoi.cfm>

## SAFE DRINKING WATER ACT (SDWA)

### Safe Drinking Water Act (SDWA) Regulation Overview Workbook:

This workbook, entitled *Small Systems Guide to Safe Drinking Water Act Regulations—The First STEP to Providing Safe and Reliable Drinking Water—One of the Simple Tools for Effective Performance (STEP) Guide Series*, provides general information about the various Safe Drinking Water Act regulations, how the regulations relate to each other, and how drinking water regulations fit into the multi-barrier approach to microbial and chemical/radiological risks. Copies of this booklet can be obtained from the Office of Water Resources Center or by calling

the Safe Drinking Water Hotline at 1-800-426-4791. Please reference Document Number EPA 816-R-03-017 when requesting copies. Copies of this document can also be accessed on the EPA website at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>.

## **Asset Management Workbook**

This booklet, entitled *Asset Management: A Handbook for Small Water Systems – One of the Simple Tools for Effective Performance (STEP) Guide Series*, will help guide small drinking water systems through the process of developing an asset management plan. The booklet includes worksheets on completing a thorough asset inventory; prioritizing the rehabilitation and replacement of assets; developing a simple asset management plan; and carrying out the plan. The booklet also provides information about how asset management can help improve a small drinking water system's financial health and ability to provide safe drinking water. Copies of this booklet can be obtained from the Office of Water Resources Center or by calling the Safe Drinking Water Hotline at 1-800-426-4791. Please reference Document Number EPA 816-R-03-016 when requesting copies. Copies of this document can also be accessed on the EPA website at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>.

## **Sources of Technical and Financial Assistance for Small Drinking Water Systems**

This brochure, *Sources of Technical and Financial Assistance for Small Drinking Water Systems*, identifies major sources of technical and financial assistance specifically targeted at small drinking water systems. Each source listed in this document contains a description about each source's mission, types of assistance that can be provided, and contact information. Copies of this document can be obtained from the EPA Safe Drinking Water Hotline at 800-426-4791 or at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>. Please reference EPA document # 816-K-02-005.

## **Asset Inventory Workbook for Very Small Water Systems**

EPA has developed a workbook entitled *Taking Stock of Your Water System: A Simple Asset Inventory for Very Small Drinking Water Systems* to assist very small water systems (including manufactured housing communities and homeowners associations) in conducting a simple inventory of infrastructure for capital planning purposes. This workbook is essential in keeping these types of water systems running properly and making sure that the drinking water produced by these systems is reliable, safe, and affordable. Copies of this document can be obtained from the Office of Water Resources Center or the EPA Safe Drinking Water Hotline at 800-426-4791 or at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>.

## **Strategic Planning Workbook**

EPA has developed a handbook entitled *Strategic Planning: A Handbook for Small Water Systems*. The handbook is designed to

help small drinking water systems understand the concept of strategic planning and how strategic planning can help them prepare their systems to meet public expectations and regulatory requirements while maintaining organizational and financial stability in the future. The booklet includes worksheets to assist systems in the strategic planning process. To access the booklet on-line, go to <http://www.epa.gov/safewater/smallsys/ssinfo.htm>. Copies can be obtained from the Office of Water Resources Center or by calling the Safe Drinking Water Hotline at 1-800-426-4791 (reference Document Number EPA 816-R-03-015).

## **Preventative Maintenance Tool for Small Ground Water Systems (Card File)**

EPA has developed a simple preventive maintenance tool for small ground water systems. The tool consists of index cards that give preventive maintenance tasks to be accomplished on a daily, weekly, and monthly basis. The tool also incorporates security-related tasks that could be accomplished in conjunction with the maintenance tasks. Copies of this document can be obtained from the Office of Water Resources Center, by calling the Safe Drinking Water Hotline at 1-800-426-4791, or on-line at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>. Please reference EPA document # 816-B-04-002.

## **Small System Partnership Solutions**

Water system capacity is the ability to plan for, achieve, and continually provide safe and affordable drinking water to customers, thereby increasing public health protection. Capacity development is the process through which drinking water systems acquire and maintain the technical, managerial and financial capabilities to consistently provide safe drinking water. One tool that can be used to build capacity is *System Partnership Solutions to Improve Public Health Protection*. This product provides an overview of steps that promote partnerships between systems. The product also provides examples of successful case studies of systems that have partnered with each other as a solution to achieving capacity. Copies of this document can be obtained from the EPA Safe Drinking Water Hotline at 800-426-4791 or at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>. Please reference EPA document # 816-R-02-022.

## **Consumer Confidence Reports**

All community water systems are required to provide annual drinking water quality reports to their customers. Systems must deliver these reports to their customers by July 1 each year. These short reports provide consumers of public drinking water supplies with information on the source of their drinking water, levels of any contaminants found in the water, and potential health effects of any contaminants that exceed federal or state public health standards, as well as provide them with information on how to participate in drinking water protection. Systems began providing these reports to consumers in 1999. Results for the first five years indicate that over 95% of systems required to prepare and distribute these reports did so by the required deadline. In 2002, EPA developed an internet-based tool, CCRiWriter, to assist water systems with preparing their CCRs. This web version is intended

to reduce the burden to drinking water systems. The program uses a question and answer format to walk users through all of the required sections of the CCR. The website allows systems to enter data, edit information, save reports, and store information on-line. Standard information, such as definitions and other required information, is already included to save time. In 2005, over 2,300 reports were created using the CCRiWriter. The on-line software is available on the EPA website at <http://www.epa.gov/safewater/ccr/ccrwriter.html>

## Source Water Assessments

States have completed 95% of the source water assessments, which amounts to about 155,000 assessments for those public water systems in existence since 2000. EPA expects the balance of the assessments to be completed within 2006. These assessments are required under the 1996 Amendments to the Safe Drinking Water Act. States have delineated source water areas, identified potential sources of contamination within those areas, evaluated the susceptibility of the drinking water supplies to contaminants that may be released from these contamination sources, and made the results of the assessments available to the public. Information from the assessments is being used by states, communities, and water suppliers to develop and implement comprehensive strategies for protection of sources of drinking water and for public health. Information on source water assessments and how they are available in any state can be found at individual state source water websites which are accessible through EPA's source water website at <http://www.epa.gov/safewater/protect/protect.html>

## Contaminant Candidate List - Publication of Notice of Preliminary Regulatory Determinations

The Safe Drinking Water Act (SDWA), as amended in 1996, directs EPA to publish a list of contaminants (referred to as the Contaminant Candidate List, CCL) to assist in priority-setting efforts. SDWA also directs the Agency to periodically determine whether or not to regulate at least five contaminants from the current CCL with a national primary drinking water regulation (NPDWR). In a *Federal Register* notice, dated July 18, 2002 (68 FR 42897), EPA announced its final determinations for nine contaminants which had sufficient information to make a determination. The nine contaminants are as follows: aldrin, dieldrin, hexachlorobutadiene, manganese, metribuzin, naphthalene, sodium, sulfate, and *Acanthamoeba*. EPA's determination is that no regulatory action is appropriate or necessary for the nine contaminants, because regulation of these contaminants would not present a meaningful opportunity for health risk reduction for persons served by public water systems.

## Contaminant Candidate List - Publication of Final Notice

The Safe Drinking Water Act (SDWA), as amended in 1996, requires the Environmental Protection Agency (EPA) to publish a list of contaminants every five years, which, at the time of publication, are not subject to any proposed or promulgated national primary drinking water regulations (NPDWRs), that are known or anticipated to occur in public water systems, and which may require regulations under SDWA (section 1412 (b)(1)). EPA published a final report to notify the public of its decision to

carryover 51 contaminants on the 1998 CCL to the CCL2 on February 24, 2005 (70 FR 9071). The notice also provided information on EPA's efforts to expand and strengthen the underlying CCL listing process to be used for future CCL listings and requested public comment on CCL-related activities to improve the drinking water contaminant listing process.

## Six-Year Review - Publication of Notice with Preliminary Decisions

Section 1412(b)(9) of the Safe Drinking Water Act (SDWA), as amended in 1996, requires the Agency to periodically review existing national primary drinking water regulations (NPDWRs) and determine whether revisions are necessary. On July 18, 2003, the Agency announced in the *Federal Register* (68 FR 42907) its decisions for 68 chemical NPDWRs and the Total Coliform Rule (TCR). Based on its review, the Agency decided that the 68 chemical NPDWRs remain appropriate at this time and that one rule, the TCR, should be revised.

## Long Term 1 Enhanced Surface Water Treatment Rule Update

EPA finalized the Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR) on January 14, 2002 (*Federal Register*, vol. 67, no. 9, pages 1812-1844). The purpose of the LT1ESWTR is to improve control of microbial pathogens, specifically the protozoan *Cryptosporidium* in drinking water and address risk trade-offs with disinfection byproducts. Under the LT1ESWTR, finished water reservoirs must be covered if construction begins on or after March 15, 2002. The rule also ensures that microbial protection is not jeopardized if systems make changes to comply with the requirements of the Stage 1 Disinfectants and Disinfection Byproducts Rule (Stage 1 DBPR). This is accomplished by requiring systems to evaluate their disinfection practices through a process called disinfection profiling, beginning either July 1, 2003, or January 1, 2004 (based on system size). Finally, systems must meet strengthened filtration performance standards by January 2005. The LT1ESWTR applies to public water systems that use surface water or ground water under the direct influence of surface water and serve fewer than 10,000 persons. The full text of the LT1ESWTR as well as fact sheets and guidance materials may be found at [www.epa.gov/safewater/mdbp/lt1eswtr.html](http://www.epa.gov/safewater/mdbp/lt1eswtr.html).

## Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR) Turbidity Provisions - Technical Guidance Manual

EPA is issuing the *Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR) Turbidity Provisions - Technical Guidance Manual*. EPA prepared this document to provide information to drinking water systems on the turbidity provisions (the measure of cloudiness from materials such as soil in the water) in the rule and to help protect the public against drinking water contamination (i.e., pathogens). The manual contains sample worksheets that may help systems collect important information. The guidance also includes additional materials such as background reference information, equations and sample calculations, example reports, and example operating procedures. An electronic version can be found on the EPA website at [www.epa.gov/safewater/mdbp/lt1eswtr.html](http://www.epa.gov/safewater/mdbp/lt1eswtr.html).



## Filter Backwash Recycling Rule Update

EPA published the Filter Backwash Recycling Rule (FBRR) on June 8, 2001 (National Primary Drinking Water Regulations: Filter Backwash Recycling Rule - Final Rule) in the Federal Register (vol. 66, no. 111, pages 31085-31105). The purpose of the FBRR is to further protect public health by requiring public water systems (PWSs), where needed, to institute changes to the return of recycle flows to a plant's treatment process that may otherwise compromise microbial control. Systems are required to submit notification of their recycle practices to the State by December 8, 2003. In addition, systems must comply with an approved recycle return location as well as maintain additional recycle information on file for State review beginning June 8, 2004. The *Filter Backwash Recycling Rule (FBRR) Technical Guidance Manual* has been developed to provide operators with practical guidance and relevant information to assist them with the Filter Backwash Recycling Rule provisions. This guidance is available for download from EPA's website along full text of the FBRR, fact sheets and other guidance materials at <http://www.epa.gov/safewater/filterbackwash.html>

## Ground Water Rule Update

On May 10, 2000, EPA proposed rules to protect consumers of public drinking water supplies, which draw water from wells, springs or other ground water sources, from microbial contaminants (*Federal Register*, vol.65, no.91, pages 30194-30274). The EPA is required under the Safe Drinking Water Act to promulgate the Ground Water Rule (GWR) to require disinfection, as necessary, for drinking water systems using ground water. Drinking water systems using surface water have been required to disinfect since 1989. The GWR establishes a multi-barrier strategy designed to identify high-risk water systems, and will require corrective action (which may include disinfection, elimination of contamination sources, correcting significant deficiencies, or obtaining a new source) only where contamination or significant deficiencies have been identified. The Ground Water Rule is expected to be promulgated in late 2006.

## Small Systems Guide to the Stage 1 Disinfectants/Disinfection Byproducts Rule (One of the Simple Tools for Effective Performance (STEP) Guide Series)

EPA is currently developing a simple workbook to guide small systems in achieving compliance with the Stage 1 Disinfectants and Disinfection By-Products rule. The workbook will include worksheets and other tabular and graphical tools to help systems organize their data and think through compliance options. EPA is expecting to have this workbook completed by Spring 2006.

## Stage 2 Disinfectants/Disinfection Byproducts Rule

The Safe Drinking Water Act Amendments of 1996 require EPA to promulgate a regulation to reduce adverse health effects associated with disinfection byproducts. EPA finalized the Stage 2 Disinfectants and Disinfection Byproducts Rule (DBPR) on December 15, 2005. The Stage 2 DBPR includes a number of features to reduce the burden for small public water systems

covered by this rule, including reduced monitoring requirements and monitoring waivers for small systems with consistently low DBP levels. Small systems that serve fewer than 500 people, and that are in compliance with the Stage 1 DBPR at the point of maximum residence time, will not likely be impacted by the rule. Some systems that serve between 500 and 9,999 people will have an additional monitoring point in addition to the Stage 1 requirements, although systems with multiple treatment plants may see a reduction in monitoring. The intent of the rule is to reduce the variability of exposure to disinfection byproducts (DBPs) for people served by different points in the distribution systems of public water supplies. If a small system is a "consecutive system" (a system that receives finished water from another system), it must comply with the rule on the same schedule as the system with the earliest compliance date in the combined distribution system. This allows all systems in the combined distribution system to understand DBP levels throughout their distribution systems at the same time; this will result in better treatment and operational decisions to ensure compliance for all systems. EPA believes that this decreased exposure to DBPs will reduce risk from potential cancer and reproductive and developmental health effects. Consistent with Safe Drinking Water Act requirements for risk balancing, EPA finalized the Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) at the same time as the Stage 2 DBPR to ensure that as systems take steps to reduce DBP risks, they maintain and strengthen current levels of microbial protection. The full text of the Stage 2 DBPR may be found at [www.epa.gov/safewater/disinfection/index.html](http://www.epa.gov/safewater/disinfection/index.html).

## Long Term 2 Enhanced Surface Water Treatment Rule

EPA finalized the Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) on December 15, 2005. The purpose of the LT2ESWTR is to improve upon the microbial protections provided by the Interim Enhanced Surface Water Treatment Rule and Long Term 1 Enhanced Surface Water Treatment Rule, specifically for systems with elevated vulnerability to the pathogen *Cryptosporidium*. Under LT2ESWTR, large systems will monitor for *Cryptosporidium* in their source water for two years. Systems whose source water has *Cryptosporidium* concentrations that exceed specified levels will be required to provide additional treatment for this pathogen. Systems will choose technologies to comply with additional treatment requirements from a "toolbox" of options. Small systems will have the same treatment requirements as large systems, but will have a reduced monitoring burden. Small systems will be allowed to monitor for an indicator organism, *E.coli*, and only systems whose indicator concentrations exceed specified levels will be required to monitor for *Cryptosporidium*. The compliance schedule for small systems will be later than that for large systems in order to accommodate the indicator monitoring. The full text of the final rule may be found at [www.epa.gov/safewater/disinfection/index.html](http://www.epa.gov/safewater/disinfection/index.html).

## Arsenic

The 1996 amendments to the Safe Drinking Water Act required EPA to revise the Arsenic drinking water standard. EPA published the revised standard on January 22, 2001 (66 FR 6975). The final rule lowers the maximum contaminant level (MCL) from 50 ppb to 10 ppb and applies to all community water

systems and non-transient non-community water systems. Systems must be in compliance with the new rule by January 23, 2006.

EPA recently released a set of user-friendly multimedia products to help small drinking-water utilities come into compliance. The anchor product of this suite of tools is the *Arsenic Virtual Trade Show*, a learning portal for arsenic-treatment technology. The website features a database of vendors, a treatment “decision tree,” and tips for evaluating and selecting treatment providers. Other products being released include:

- A brochure, *Evaluating Arsenic Treatment Providers: A Guide for Public Water Systems*, which includes a checklist of questions that owners and operators of small utilities should ask treatment providers.
- A CD-ROM disk, *Interactive Workshop on Arsenic Removal from Drinking Water*, which features commentary from the nation’s top experts. The disk is a companion to 11 arsenic-training events EPA held across the country during 2005.
- A DVD collection of videos, the *Arsenic Treatment Technology Showcase*, which highlights arsenic treatment technologies currently being pilot-tested through EPA’s Arsenic Treatment Technology Demonstration Program.

EPA has also updated its website to improve navigation and reflect the latest consumer and technical information.

In addition, EPA has completed a small community compliance guide called *Complying With the Revised Drinking Water Standard for Arsenic: Small Entity Compliance Guide (One of the Simple Tools for Effective Performance (STEP) Guide Series)* and an *Arsenic Treatment Technology Evaluation Handbook for Small Systems*. All of these documents, as well as other Arsenic related resources, are available on the EPA website at <http://www.epa.gov/safewater/arsenic>. The Agency has held training sessions throughout the U.S. for state and Regional personnel, drinking water providers, technical assistance providers, and consultants.

### **Complying With the Revised Drinking Water Standard for Arsenic: Small Entity Compliance Guide (One of the Simple Tools for Effective Performance (STEP) Guide Series)**

This self-help workbook is designed to help small drinking water systems understand and achieve compliance with the revised Arsenic Rule. The workbook provides information for small drinking water systems to help in their selection of appropriate arsenic compliance options. Worksheets are also provided along with step-by-step instructions on how to complete them and interpret monitoring results. Additional blank worksheets can be requested separately. This product is currently available from the Office of Water Resources Center, or by calling the Safe Drinking Water Hotline at 1-800-426-4791. Please reference EPA Document Number EPA 816-R-02-008A for the workbook and EPA Document Number EPA 816-R-02-008B for additional blank worksheets. Copies of this document are also available at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>.

### **Arsenic Treatment Technology Evaluation Handbook for Small Systems**

The Arsenic Treatment Technology Evaluation Handbook for Small Systems addresses state-of-the-art arsenic treatment for small systems and includes discussion of process theory, design parameters, cost estimation, compatibility with existing treatment processes, necessary pre- and post-treatment, residual disposal, and process operation and maintenance. Detailed example design calculations are provided. The handbook is intended for use by consulting engineers, state engineers, and technical assistance providers. Copies of this document can be obtained from the Office of Water Resources Center, or by calling the Safe Drinking Water Hotline at 1-800-426-4791. Please reference EPA Document Number EPA 816-R-03-014 for the handbook or at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>

### **A Small System Guide to the Total Coliform Rule: Monitoring Drinking Water Systems to Protect Public Health (One of the Simple Tools for Effective Performance (STEP) Guide Series)**

This product is a self-help workbook that describes the need for coliform monitoring and how the Total Coliform Rule (TCR) applies to small drinking water systems serving 3,300 people or less. Worksheets are provided along with step-by-step instructions on how to complete them and interpret the results of TCR monitoring. Additional blank monitoring worksheets can be requested separately. Copies of these products can be obtained from the Office of Water Resources Center or by calling the Safe Drinking Water Hotline at 1-800-426-4791. Please reference EPA Document Number EPA 816-R-01-017A for the workbook and EPA Document Number EPA 816-R-01-017B for additional blank monitoring worksheets. Copies of this document can also be obtained from the EPA website at <http://www.epa.gov/safewater/smallsys/ssinfo.htm>.

### **Drinking Water System Security Workbook for Systems Serving Populations of 3,300 People or Fewer Persons - One of the Simple Tools for Effective Performance (Step) Guide Series**

Owners and operators of very small community water systems now have a new guide to help them in improving drinking water system security through vulnerability assessments and emergency response plans. EPA developed the guide to promote an increase in the level of security and emergency preparedness among community water systems serving 3,300 (or fewer) persons. These types of community water systems typically include small town systems, rural water districts, tribal systems, manufactured home communities, homeowners associations, small private systems, and Public Service Districts. This straightforward, easy-to-read workbook can also be used as training material for basic courses on drinking water security. The Safe Drinking Water Hotline (telephone number 1-800-426-4791) will be available to take and forward requests for the document. Reference document

number EPA 817-R-05-001 when requesting copies. A PDF version of the guide is posted on EPA's Water Security website at <http://cfpub.epa.gov/safewater/watersecurity/smallsystems.cfm>.

## **National Rural Water Association (NRWA) Receives EPA Grant to Help Small Systems with Vulnerability Assessments**

Under an agreement with the Environmental Protection Agency, the National Rural Water Association is implementing a project to assist small community water systems serving populations between 3,300 and 10,000 people in conducting vulnerability assessments. These drinking water systems are required to submit vulnerability assessments to EPA under the *Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Act)*. Through a combination of training sessions, on-site technical assistance, and internet based tools, the National Rural Water Association is providing the necessary assistance that will educate system personnel about the Act and provide assistance in preparing vulnerability assessments and emergency response plans. There are approximately 4,400 community water systems serving between 3,300 and 10,000 people in the 48 contiguous states and the state of Alaska that must comply with the Act's requirements. For more information on EPA's water infrastructure security efforts visit <http://cfpub.epa.gov/safewater/watersecurity/index.cfm>

## **EPA Funds Small Wastewater Security Guide**

*Protecting Your Community's Assets: A Guide for Small Wastewater Systems* was developed by the National Environmental Training Center for Small Communities with support from an EPA grant. This guide helps utility managers, operators, and local officials improve security and plan for emergency situations affecting wastewater treatment systems. The guide is designed for those who work with systems serving less than 10,000 people, although it may also be of use to those who work in larger systems, and is now available for download at [www.netc.wvu.edu](http://www.netc.wvu.edu).

## **Top Ten List for Small Ground Water Suppliers**

The Top Ten List for Small Ground Water Suppliers was developed to assist small public water suppliers with security and emergency planning. The list includes tips to help suppliers protect their facilities from tampering or contamination incidents, and to prepare for potential emergencies. For more information on EPA's water infrastructure security efforts, visit <http://cfpub.epa.gov/safewater/watersecurity/index.cfm>

## **Response Protocol Toolbox: Planning for and Responding to Drinking Water Contamination Threats and Incidents - Handbook**

EPA is planning to release the document, *Response Protocol Toolbox: Planning for and Responding to Drinking Water Contamination Threats and Incidents - Handbook* to help water systems understand the basics of planning for and responding to threatened or actual incidents. This document covers the overall concepts and principals in the full version of the Response Protocol Toolbox, but in a condensed and concise manner. The document contains information targeted primarily at water utility personnel, small systems, and managers, as well as secondarily health officials, laboratories, fire, police, emergency medical

services, and local, state, and federal officials. The handbook can be used independently of the full Response Protocol Toolbox, or in combination to provide more details if the reader is interested in more specific in-depth information. EPA is expecting to have this manual available by the fall of 2005. For more information on the Response Protocol Toolbox visit <http://cfpub.epa.gov/safewater/watersecurity/index.cfm>

## **Water Security Response Guidelines**

EPA is releasing the interim final version of the *Response Protocol Toolbox: Response Guidelines*. The *Response Guidelines* should be of considerable value to a number of key authorities with critical roles during implementation of public health actions or remediation actions in response to a drinking water contamination threat or incident. The *Response Guidelines* are not intended to replace the *Response Protocol Toolbox* and they do not contain the detailed information contained within the six complete modules. This document is a compilation of many of the key forms from the *Response Protocol Toolbox* and has been developed to provide an easy to use document for field and crisis conditions. As stated in the definition of Response Guidelines in Module 1, Section 4.3 of the *Response Protocol Toolbox*, Response Guidelines are different from an Emergency Response Plan in that they are essentially a "field guide" for responding to contamination threats and can be developed in many different formats. For more information on-line, visit <http://cfpub.epa.gov/safewater/watersecurity/index.cfm>

## **Small and Medium Water System Emergency Response Plan Guidance**

*Emergency Response Plan Guidance for Small and Medium Water System* was developed to assist community water systems (CWS) in complying with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. The guidance will provide CWSs (serving a population between 3,301 and 99,999) with guidance on developing or revising Emergency Response Plans (ERPs). An ERP is a documented plan that describes the actions that a CWS would take in response to various major events. Major event refers to: credible threats, indications of terrorism, or acts of terrorism; major disasters or emergencies, such as hurricanes, tornadoes, storms, earthquakes, fires, flood, or explosion regardless of cause; and catastrophic incidents that leave extraordinary levels of mass casualties, damage, and disruption severely affecting the population, infrastructure, environment, economy, and government functions. The *Emergency Response Plan Guidance for Small and Medium Water System* should be of considerable value to a number of key authorities with critical roles during implementation of emergency response or remediation actions in response to a drinking water contamination threat or incident. For more information on-line, visit <http://cfpub.epa.gov/safewater/watersecurity/index.cfm>

## **New Water Security Database to Protect Drinking Water and Wastewater Systems**

EPA has the federal lead in helping to protect the nation's drinking water and wastewater systems from acts of accidental or intentional harm. Towards this effort, EPA is launching a new water security database called the Water Contaminant Information Tool, or WCIT. WCIT is an on-line, password-protected database that provides current, reliable information on contaminants that could pose a significant threat to public health if accidentally or

intentionally introduced into drinking water or wastewater. Access to this password-protected database will be granted to water utility personnel, State Primacy (primary enforcement) Agencies, and federal officials (including government laboratory personnel). EPA is granting access to these individuals because they represent the primary organizations that will be involved in water contamination planning and response. You can contact **Ashley Smith of EPA at 202-564-0917** to learn more about the WCIT database.

## **RESOURCE CONSERVATION & RECOVERY ACT (RCRA)**

### **Hazardous Waste Generator Program Evaluation**

The EPA completed an evaluation of data collected during the spring and summer of 2004 to better understand the efficiency and effectiveness of the Resource Conservation and Recovery Act's (RCRA) hazardous waste generator regulatory program, as well as identifying areas for improvement. Data were collected at four public meetings and through an Advanced Notice of Proposed Rulemaking (ANPRM). Preliminary strategies have been developed. Any strategy selected will, of course, be subject to resource availability and an examination of other RCRA program priorities. **For further information Contact Jim O'Leary at 703-308-8827 .**

### **Revised Standards for Hazardous Waste Combustion Facilities**

On September 14, 2005, EPA's Administrator signed a final rule establishing national emission standards for hazardous air pollutants (HAPs) from hazardous waste combustors. The rule appeared in the Federal Register on October 12, 2005 (70 FR 59402). The combustors affected by this rule detoxify or recover energy from hazardous waste, and include incinerators, cement kilns, lightweight aggregate kilns, boilers and process heaters, and hydrochloric acid production furnaces. The final rule will implement section 112(d) of the Clean Air Act by requiring hazardous waste combustors to meet HAP emission standards reflecting the application of the maximum achievable control technology (MACT). The HAP emitted by HWCs include arsenic, beryllium, cadmium, chromium, dioxins and furans, hydrogen chloride and chlorine gas, lead, manganese, and mercury. Exposure to these substances has been demonstrated to cause adverse health effects such as irritation to the lung, skin, and mucus membranes, effects on the central nervous system, kidney damage, and cancer.

This action also presents EPA's decision regarding the February 28, 2002 petition for rulemaking submitted by the Cement Kiln Recycling Coalition, relating to EPA's implementation of the so-called omnibus permitting authority under section 3005(c) of the Resource Conservation and Recovery Act (RCRA). That section requires that each permit issued under RCRA contain such terms and conditions as permit writers determine to be necessary to protect human health and the environment. In that petition, the Cement Kiln Recycling Coalition requested that we repeal the existing site-specific risk assessment policy and technical guidance for hazardous waste combustors and that we promulgate the policy and guidance as

rules in accordance with the Administrative Procedure Act if we continue to believe that site-specific risk assessments may be necessary. **For further information visit [www.epa.gov/hwcmact/](http://www.epa.gov/hwcmact/). Rhonda Minnick**

### **RCRA Definition of Solid Waste Proposed Rule**

On October 28, 2003, (68 FR 61558) EPA proposed revisions to the definition of solid waste that identify certain recyclable secondary materials reclaimed in a continuous process in the same industry as not discarded and thus not subject to regulation of wastes under Subtitle C of RCRA. EPA also proposed codification of long-standing criteria used to determine whether recycling is "legitimate." The comment period ended on February 24, 2004, and EPA is currently reviewing the large number of comments received. At this time, EPA hopes to complete a final rule by the end of the calendar year in 2006. **For further information Contact Tracy Atagi at 202-564-9696**

### **RCRA Burden Reduction Initiative**

In accordance with the goals of the Paperwork Reduction Act (PRA) of 1995, EPA is in the process of finalizing changes to the regulatory requirements of the Resource Conservation and Recovery Act (RCRA) hazardous waste program to significantly reduce the burden these requirements impose on the States, the public, and the regulated community.

The Agency plans to finalize, sometime in 2005, 100 changes to the Subtitle C hazardous waste regulations that will, in most cases, eliminate or modify duplicative reporting and/or recordkeeping requirements. Some changes however will address records retention time, reducing facility self-inspection frequencies, and streamlining personnel training requirements. This rulemaking is the culmination of over four years of work in cooperation with State and Regional offices, Agency experts, and stakeholders. Once promulgated, it will streamline our information collection requirements to ensure that only the information that is actually needed and used to effectively implement the RCRA program is collected. At the same time, the changes we will be finalizing will have no impact on the protection provided to human health and the environment that RCRA has established.

The RCRA Burden Reduction Initiative proposal as well as two other supporting Federal Register notices can be found at [www.epa/epaoswer/hazwaste/data/burdenreduction](http://www.epa/epaoswer/hazwaste/data/burdenreduction) **For further information Contact Robert Burchard at 703-308-8450**

### **Dyes and Pigments**

On February 24, 2005, EPA published a final rule for a new hazardous waste listing for nonwastewaters from the production of certain organic dyes and pigments (Federal Register vol. 70, 9,138- 9,180). This listing provides a flexible approach that focuses on the chemical constituents in the waste that present the greatest risk to human health and the environment. Wastes would not be hazardous if the constituents of concern are below the regulatory thresholds. Moreover, wastes are exempt from the hazardous waste listing if they are disposed in landfills that meet specific design standards or treated in permitted combustion units. This rule also establishes treatment standards for disposal of these wastes and designates the wastes as hazardous substances under CERCLA (Superfund). After considering the economic impacts of the proposed rule, EPA concluded that it will not result in significant economic impacts on small dyes and/or pigments

production businesses. This rule supersedes proposals from 1994 and 1999 that were not made final because they relied on data claimed by industry to be confidential. See the EPA web site for further information.

(<http://www.epa.gov/epaoswer/hazwaste/id/dyes/index.htm>). **For further information Contact Robert Kayser at 703-308-7304**

## **Solvent-contaminated Shop Towels And Wipes**

On November 20, 2003, EPA's Office of Solid Waste (OSW) published a proposed rule that, if made final, will change the regulations for solvent-contaminated shop towels, wipes, and rags. Currently, a disposed wipe or rag may be regulated as a hazardous waste if that wipe or rag comes in contact with a solvent that, when spent, is a hazardous waste. Under most state programs, laundered towels are already conditionally excluded from regulation as hazardous waste or conditionally exempt from the definition of solid waste.

OSW's proposed rule is meant to both clarify and streamline requirements for disposed and laundered solvent-contaminated shop wipes. For a generator to be eligible for the proposed exclusions, it would be required to meet certain conditions. The Agency took comment on record-keeping and reporting requirements, manifesting, accumulating wipes in covered containers, not transporting wipes with free liquids, transporting containers off site in non-leaking containers and a risk screening analysis.

The proposed rule can be found in the Federal Register at 68 FR 65586. The background documents supporting the rule and the comments received can be found on EPA's Docket website, at <http://docket.epa.gov/edkpub/index.jsp> under docket number RCRA-2003-0004. EPA is currently analyzing the comments received by the public. Teena Wooten

For further information Contact **Teena Wooten at 703-308-8751**

## **Standardized Permit For RCRA Hazardous Waste Management Facilities**

The final rule, published in the Federal Register on September 8, 2005, allows a type of general permit, called a standardized permit, for facilities that generate waste on-site, and then manage that waste on-site in tanks, containers, and containment buildings. Also eligible, are facilities managing wastes generated off-site by companies under the same ownership as the receiving facility. Under the standardized permit, facility owners and operators certify compliance with generic design and operating conditions set on a national basis. The permitting agency then reviews the certifications submitted by the facility owners or operators. The permitting agency may also impose additional site-specific terms and conditions for corrective action or other purposes, as called for by RCRA. Ensuring compliance with the standardized permit's terms and conditions would occur during inspection of the facility after the permit has been issued.

Hazardous Waste Management System; Standardized Permit for RCRA

Hazardous Waste Management Facilities (70 FR 53420; September 8, 2005) (Volume 70, Number 173)]

**For Further Information contact: Jeff Gaines at 703-308 8655**

## **Metal Finishers (F006) rulemaking**

Many metal finishers and other industrial sectors generate an

electroplating sludge as part of their production process that is amenable to recycling, i.e., the sludge contains economically recoverable amounts of metals such as copper, nickel, zinc, etc.

Currently these sludges (F006) are listed hazardous wastes subject to RCRA regulations. Many generators continue to send these sludges for treatment and disposal when they could be recycled. Similarly, generators currently sending their sludges for recycling receive no economic benefit for this practice. Since the mid-1990's, EPA has been working with industry and the States to create incentives for safe recycling and has promulgated rules to foster their practice.

EPA is currently evaluating several options that would provide regulatory relief to generators and handlers relative to the current RCRA subtitle C regulatory program for F006. A Notice of Proposed Rulemaking (NPRM) is anticipated in November of 2005. **For further information Contact Jim O'Leary.**

## **Recycling of Cathode Ray Tubes (CRTs): Changes to Hazardous Waste Regulations**

This final rule will revise the existing federal regulations to encourage reuse, recycling, and better management of cathode ray tubes (CRTs). A CRT is the main component of a television or computer monitor. A CRT is made largely of specialized glasses, many of which contain lead to protect the user from X-rays inside the CRT. Due to the lead, many CRTs could be hazardous wastes under the Federal Resource Conservation and Recovery Act (RCRA) regulations when they are disposed of or recycled under certain circumstances. Recycling can include using used CRT glass to make new CRTs, reclamation at lead smelters, or other uses. The forthcoming rule will exclude CRTs from RCRA regulation if they are recycled under certain conditions.

This action is taken in response to a June 9, 1998 recommendation on CRT recycling from the Common Sense Initiative (CSI) Council to The Environmental Protection Agency (EPA). The recommendation urged minimizing RCRA requirements for CRT recycling while retaining appropriate controls to ensure protection of human health and the environment. The goal of the recommendation is to facilitate an increase in recycling, thereby minimizing disposal of lead, increasing resource recovery, and enhancing protection of human health and the environment.

A Notice of Proposed Rulemaking (NPRM) was published in June 2002. A draft final rule is undergoing inter-Agency review.

**For further information Contact Marilyn Goode at 703-308-8771**

## **Uniform Hazardous Waste Manifest Update**

The manifest final rule was published in the Federal Register (FR) on March 4, 2005 (70 FR 10776). The final rule announced manifest system reforms to the manifest form itself and procedures for using the form. Specifically, revisions announced in the final rule standardized the content and appearance of the manifest form (EPA Form 8700-22) and the continuation sheet (EPA Form 8700-22A), made these forms available from a greater number of sources, adopted new procedures for tracking certain types of waste shipments with the manifest, and established the EPA Manifest Registry.

Through the Manifest Registry, EPA is overseeing the process of approving interested parties to print and distribute the

new form. EPA has developed a web site for the Manifest Registry to assist in the transition from using the current form to using the revised manifest. The web site went 'live' on October 24, 2005, and provides assistance to organizations in applying to the Registry to become registered printers, provides information to waste handlers in completing the new manifest, and provides assistance to the public in obtaining the new manifests. For further information about the Manifest Registry, please contact Wanda LeBleu at 703-308-0438.

However, manifest users cannot use the new forms and follow the new manifest requirements established in the March 2005 final rule until September 5, 2006. In the meantime, the existing manifest forms and requirements will continue to be implemented. The manifest form revisions aim to reduce the manifest system's paperwork burden on users, while enhancing the effectiveness of the manifest as a tool to track hazardous waste shipments that are shipped from the site of generation to treatment, storage, or disposal facilities (TSDFs). For further information about the manifest form revisions, please contact Bryan Groce at 703-308-8750.

Although EPA proposed an electronic hazardous waste manifest (e-manifest) system in the May 2001 proposed rule, the Agency did not announce standards for an e-manifest system in the March 2005 final rule. Comments on the e-manifest component of the May 2001 proposal suggested the Agency consider alternative system architectures to the proposed decentralized approach, which is based on the assumption that EPA's role would be limited to developing e-manifest standards, while private entities (e.g., waste firms or IT vendors) would develop the systems. The Agency has been conducting additional analyses on several key issues related to the e-manifest rule. On May 19-20, 2004, EPA's Office of Solid Waste (OSW) conducted a two-day public meeting with stakeholders on the future direction of the e-manifest. The meeting included plenary and breakout sessions addressing the policy, information technology, and funding issues associated with the e-manifest. The meeting was well attended by hazardous waste generators, waste management firms, IT vendors and consultants, and representatives from several state environmental agencies. In particular, the Agency learned that there is strong support from stakeholders for EPA to develop and implement a consistent, national e-manifest system. As part of the national e-manifest system, EPA would have a new role in collecting e-manifests. As a result of this meeting, OSW hopes to publish a final rule that will authorize a national e-manifest system during the first quarter of the 2007 calendar year. For further information about the e-manifest system, please **Contact Rich LaShier at 703-308-8796.**

### **Above-ground Storage Tanks (AST)/SPILL Prevention Control and Counter-measures Update**

The EPA has promulgated the Oil Pollution Prevention rules under Title 40 CFR Part 112 included in Item C-77 requiring that facilities prevent oil spills and ensure preparedness in the event of spills. This rulemaking is commonly known as the Spill Prevention Control and Countermeasure (SPCC) regulation. The rulemaking deals with spill prevention. The SPCC program concerns regulation of non- transportation related facilities with above-ground storage capacity in excess of 1,320 gallons or completely buried tanks of greater than 42,000 gallons capacity. Proposed Rules were published (FR 10/22/91, pages 54611-41), and (FR 2/17/93, pages 8841-4 and pages 8846-8) which are included in Item C-77. A Proposed rule was published (FR

12/2/97, pages 63812-20), which is included in Item C-77. A Final Rule was published, on July 17, 2002, which, among other provisions, amends some of the capacity requirements. However, following concerns expressed by several trade associations reflecting impacts foreseen by their facility members, EPA has published on April 17, 2003 a final rule extending the compliance dates in the SPCC rule by 18 months.

The rule, 40 CFR Part 112, also concerns facility preparedness and development of response plans under the Oil Pollution Act (the Act of 1990) which requires that EPA issue regulations to require "Facility Response Plans" (FRP) covering events which could cause substantial harm to the environment. Also, included in publication Item C-77 is the National Response Team's Integrated Contingency Plan Guidance, Notice 6/5/96 FR pp. 28641-64, with corrections, 6/19/96 FR pp. 31163-4, which provides additional guidance on emergency plan preparation. An amendment to the Facility Response Plan requirements has been published as a Final Rule (FR 6/30/00 pp. 40775-817) with corrections (FR 7/14/00 p. 43840, and FR 6/29/01 pp. 34559-61) all of which are included in Item C-77.

EPA published another rule extending the compliance dates on August 11, 2004 (69 FR 48794). EPA expects to publish two proposed rules in the fall of 2005. One would offer substantive relief to owners and operators of non-transportation-related facilities. The other would extend the compliance dates again **For further information Contact Hugo Fleischman at 202-564-1968**

## **BROWNFIELDS SMALL BUSINESS LIABILITY RELIEF AND BROWNFIELDS REVITALIZATION ACT**

### **EPA Published Final Rule on All Appropriate Inquiries**

On November 1, 2005, EPA published a final rule setting federal standards and practices for the conduct of "all appropriate inquiries." EPA is required to promulgate federal regulations for the conduct of all appropriate inquiries under the Small Business Liability Relief and Brownfields Revitalization Act (the Brownfields Amendments). The Brownfields amendments amended the CERCLA liability provisions governing the innocent landowner defense and added to CERCLA certain liability protections for bona fide prospective purchasers and contiguous property owners. As a condition for obtaining liability protection, innocent landowners, bona fide prospective purchasers and contiguous property owners are required to conduct all appropriate inquiries to determine past ownership and uses of a property, and assess the environmental conditions of the property, prior to the purchase date of the property.

The final regulation is very similar to the proposed regulation published on August 24, 2005. EPA developed the proposed regulation using a negotiated rulemaking process. The final regulation includes a few modifications to address issues raised in public comments submitted to the Agency in response to the proposed rule. Generally, public commenters supported the proposed rule. The final rule includes a modification to the proposed definition of environmental professional to allow individuals with over ten years of full-time experience in conducting environmental site assessments to qualify as environmental professionals. The final rule also includes a clarification regarding when the all appropriate inquiries

investigation must be completed, and a modification to the requirement to search for institutional controls. All appropriate inquiries must be conducted within one year prior to the purchase date of a property and certain information must be collected or updated within six months prior to the purchase date. The required search for institutional controls is restricted to those institutional controls placed on the property being purchased. Institutional controls placed on nearby properties do not have to be identified to comply with the final regulatory requirements.

The effective date of the final rule is November 1, 2006. Prior to the effective date of the final rule, parties can continue to use the interim standard for all appropriate inquiries established by Congress in the Brownfields Amendments, which is the ASTM E1527-97 or ASTM E1527-00 Phase I Environmental Site Assessment Standard. The final rule recognizes the soon-to-be-released ASTM E1527-05 Phase I Environmental Site Assessment Standard as compliant with the final rule. After the effective date of the final rule (November 1, 2006) all parties must comply with the standards and practices set forth in the final rule or comply with the provisions of the ASTM E1527-05 standard to establish compliance with statutory requirements for all appropriate inquiries.

**For additional information, contact Patricia Overmeyer of EPA's Office of Brownfields Cleanup and Redevelopment at 202- 566-2774.**

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

Major requirements of this Act include emergency planning for designated hazardous substances (Extremely Hazardous Substances, or "EHS") above threshold reporting quantities; reporting releases of EHS and hazardous substances above reportable quantities; submission of Material Safety Data Sheets (MSDS) to planning groups; and submission of annual reports on March 1 covering inventories of hazardous substances, which for any time in the reporting year exceed the stated reporting thresholds. These requirements are explained in the "Community Right-to- Know and Small Business" pamphlet, Item K-32.

### **Tier2 Submit 2005 Software Available**

The Office of Emergency Management (OEM) is pleased to announce the release of Tier2 Submit 2005 software, now available for download from the EPA web site. The software, in its fourth year, is now available at <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm>.

At our site, you will also find background information on EPCRA Tier II requirements, links to State Tier II information and frequently asked questions about Tier2 Submit. Tier2 Submit is fully compatible with CAMEOfm, the emergency planning and response suite. If you have any technical issues with Tier2 Submit or CAMEOfm please don't hesitate to contact the RMP Reporting Center at: (301) 429-5018 (8am-4:30pm M-F) or via e-mail at: [userrmp.usersupport@csc.com](mailto:userrmp.usersupport@csc.com).

Direct Final Rule and Proposed Rule: Trade Secrecy Claims for Emergency Planning and Community Right-to-Know

Information; and Trade Secret Disclosures to Health Professionals; Amendment

On November 14, 2003, the trade secret regulations under the Emergency Planning and Community Right-to-Know Act (EPCRA) were amended to remove an incorrect mailing address and an outdated substantiation form for trade secrecy claims.

This amendment is effective on January 13, 2004, unless EPA receives adverse comments by December 15, 2003. The direct final amendment can be viewed in the November 14, 2003 Federal Register (68 FR 64719), or at the EPA website at: <http://www.epa.gov/fedrgstr/EPA-TRI/2003/November/Day-14/tri28419.htm>. **For further information contact Peter Gattuso at 202-564-7993.**

## **Toxics Release Inventory (TRI)**

The EPCRA Section 313 Program is also referred to as the Toxics Release Inventory or TRI. Under Section 313, facilities are required to report releases and other waste management of specifically listed chemicals and chemical categories. Facilities that meet all three of the following criteria are subject to EPCRA Section 313 release and other waste management reporting: (1) have 10 or more full-time employees or the equivalent (20,000 hours); (2) are in a covered SIC Code (including SIC codes 10 (except 1011, 1081, and 1094), 12(except 1241), 20-39, 4911, 4931, 4939 (4911, 4931, 4939 limited to facilities that combust coal and/or oil for the purpose of generating electricity for distribution in commerce), 4953 (limited to facilities regulated under RCRA Subtitle C, 42 U.S.C. section 6921 et seq.), 5169, 5171, and 7389 (limited to facilities primarily engaged in solvent recovery services on a contract or fee basis)), or the facility is a federal facility; and (3) exceed any one activity threshold such as manufacturing (including importing), processing, or otherwise using a toxic chemical listed in 40 CFR Section 372.65. See also the Final Rule, 5/1/97 FR pp. 23833-92, included in Item K-29.

If a facility meets the employee threshold and is in a covered SIC code, but its annual reportable amount of the toxic chemical does not exceed 500 pounds and the facility has not manufactured, processed, or otherwise used more than one million pounds of the toxic chemical, the facility may submit the Form A Certification Statement instead of the Form R. However, if the facility exceeds either the 500 or one million pound limits, it must report on the Form R.

Facility Expansion-On May 1, 1997, EPA published a final rule (5/1/97 FR pp. 23833-92) to add certain industry sectors to the current list of facilities required to report to TRI. These new industries began reporting their releases and other waste management information for activities conducted in 1998 in reports due July 1, 1999. The seven new industry groups are: metal mining, coal mining, electric utilities, commercial hazardous waste treatment, chemicals and allied products (wholesale), petroleum bulk terminals and plants, and solvent recovery services. This rule is included in Item K-29.

Persistent Bioaccumulative Toxic (PBT) Chemicals -On October 29, 1999, (64 FR 58666) EPA published a final rule which lowers the EPCRA section 313 reporting thresholds for certain persistent bioaccumulative toxic (PBT) chemicals and adds certain other PBT chemicals to the EPCRA section 313 list of toxic chemicals. The rule also includes modifications to certain reporting exemptions and requirements for the chemicals newly subject to the lower reporting thresholds. These PBT chemicals are of particular concern not only because they are toxic but also

because they remain in the environment for long periods of time, are not readily destroyed, and build up or accumulate in body tissue. The new rule was effective January 1, 2000. Therefore, the new requirements began to apply for TRI reports on releases and other waste management for the year 2000 which had to be submitted to the Agency by July 1, 2001. The list of PBT chemicals affected by the new rule include: Aldrin; Benzo(g,h,i)perylene\*; Chlordane; Dioxin and dioxin-like compounds category\*; Heptachlor; Hexachlorobenzene; Isodrin; Methoxychlor; Octachlorostyrene\*; Pendimethalin; Pentachlorobenzene\*; Polycyclic aromatic compounds category; Polychlorinated biphenyl (PCBs); Tetrabromobisphenol A\*; Toxaphene; Trifluralin; Mercury; and Mercury compounds (PBT chemicals newly added to the EPCRA section 313 list of toxic chemicals are indicated by an asterisk). This rule is also included in Item K-29.

TRI Forms Modification Rule - On July 15, 2005, (70 FR 39931) EPA published a final rule which eliminates certain information from the TRI reports, simplifies other reporting elements, and in some cases, reduces duplicate data collection. EPA will no longer require TRI facilities to report locational information (latitude and longitude data) and several facility identifiers (regulatory assigned identification codes for each facility). Instead, the data will be obtained from existing EPA databases and made available to TRI data users. The rule also includes: several minor reporting changes related to waste management activities; simplifies the reporting of pollution prevention activities; and improves public access to information about source reduction and pollution control activities undertaken by some facilities.

#### **Toxics Release Inventory (TRI) Public Data Release**

EPA anticipates the release of the 2004 TRI Public Data Release (PDR) in early Spring 2006.

EPA released the 2003 TRI Data on May 11, 2005. TRI PDR documents and data access are available via the web at: <http://www.epa.gov/tri/tridata/tri03/index.htm>. Available for the 2003 Data Release are a brochure of overview information and an eReport which includes a summary of key findings and various tables and charts. The PDR eReport serves as a supplement to EPA's on-line tool, TRI Explorer, where users of TRI data can retrieve electronic 2003 state fact sheets that provide a snapshot of each state's releases and other waste management activities and a description of the information included in the state fact sheet. TRI Explorer can be accessed at: (<http://www.epa.gov/triexplorer>).

EPA released the 2002 TRI data on June 23, 2004. EPA also released one electronic publication summarizing the 2002 data: the 2002 TRI Public Data Release (PDR) Report (EPA-260-R-04-003). This report provides an overview of the 2002 TRI reporting year data and other information relating to TRI data. Prior year's data releases, from 1999 to 2003, are also available via the TRI website at: <http://www.epa.gov/tri/tridata/index.htm#pdr>.

Copies of Public Data Release documents may be obtained by calling (202) 564-9554 or by emailing [TRIDOCS@epa.gov](mailto:TRIDOCS@epa.gov). More information is also available via the TRI website at [www.epa.gov/tri](http://www.epa.gov/tri).

## **TOXIC SUBSTANCE CONTROL ACT (TSCA)**

### **Lead: Notification Requirements for Lead-Based Paint Abatement Activities and Training Final Rule**

EPA has issued a final rule (69 FR 18489, April 8, 2004) that establishes reporting procedures that support the effort of 40 CFR part 40 par 745, subpart L to ensure that lead abatement professionals are trained and certified. The final rule includes procedures to notify the Agency: 1) prior to commencement of lead-based paint abatement activities; 2) prior to providing lead-based paint activities training courses; and 3) following completion of lead-based paint activities training courses. These requirements are necessary to provide EPA compliance monitoring and enforcement personnel with information necessary to track compliance activity and to prioritize inspections. Item E-40. For Further Information Contact: Mike Wilson at: (202) 566-0521

### **Lead: Management and Disposal of Lead-based Paint Debris**

Rules were changed (FR 6/18/03, pp 36487-95) to allow construction and demolition landfills to accept residential lead-based paint (LBP) waste for disposals so long as the landfills do not accept any other household waste. Item E-47. **For Further Information Contact: Paul Cassidy at: (703) 308-7281**

## **GENERAL**

### **Environmental Technology Verification Program**

The Environmental Technology Verification Program (ETV) was started by the U.S. Environmental Protection Agency (EPA) in October 1995 to address the need for credible environmental technology performance data about commercial-ready technology to help businesses and communities better utilize the available environmental technology choices. ETV operates through public/private testing partnerships to verify the performance of commercial-ready private sector environmental technologies in all media, air, water, soil, eco-systems, waste, pollution prevention, and monitoring. In 2003, ETV also began verifying homeland security technologies for monitoring and treating chemical and biological agents, although new starts in this area are being verified in a related EPA program. By December, 2005, 344 private sector environmental and homeland security technologies had been verified. Information on the ETV program may be accessed at the ETV web site at [www.epa.gov/etv](http://www.epa.gov/etv). The ETV program also has a listserv, ETVoice, which sends a brief monthly message highlighting new and updated information on the web site to anyone interested in the ETV program. You may subscribe to ETVoice through the web site. The ETV Program Director is **Teresa Harten**, who may be reached at [harten.teresa@epa.gov](mailto:harten.teresa@epa.gov), or at 513-569-7565.



## What is a small business?

The Office of Advocacy defines a small business for research purposes as an independent business having fewer than 500 employees. Firms wishing to be designated small businesses for government programs such as contracting must meet size standards specified by the U.S. Small Business Administration (SBA) Office of Size Standards. These standards vary by industry; see [www.sba.gov/size](http://www.sba.gov/size).

## How important are small businesses to the U.S. economy?

### Small firms

- Represent 99.7 percent of all employer firms.
- Employ half of all private sector employees.
- Pay 45 percent of total U.S. private payroll.
- Have generated 60 to 80 percent of net new jobs annually over the last decade.
- Create more than 50 percent of nonfarm private gross domestic product (GDP).
- Supplied more than 23 percent of the total value of federal prime contracts in FY 2004.
- Produce 13 to 14 times more patents per employee than large patenting firms. These patents are twice as likely as large firm patents to be among the one percent most cited.
- Are employers of 41 percent of high tech workers (such as scientists, engineers, and computer workers).
- Are 53 percent home-based and 3 percent franchises.
- Made up 97 percent of all identified exporters and produced 26 percent of the known export value in FY 2002.

Sources: U.S. Bureau of the Census; Advocacy-funded research by Joel Popkin and Company (Research Summary #211); Federal Procurement Data System; Advocacy-funded research by CHI Research, Inc. (Research Summary #225); Bureau of Labor Statistics, Current Population Survey; U.S. Department of Commerce, International Trade Administration.

## How many small businesses are there?

In 2004, there were approximately 24.7 million businesses in the United States, according to Office of Advocacy estimates. The Internal Revenue Service (IRS) estimates there were 29.3 million nonfarm business tax returns in 2004; however, this number may overestimate the number of firms, as one business can operate more than one taxable entity.

Census data show there were 5.7 million firms with employees and 17.6 million without employees in 2002 (and 18.6 million without employees in 2003). Applying the sole proprietorship growth rates to the nonemployer figures and similar Department of Labor growth rates to the employer figures produces the 24.7 million figure. Small firms with fewer than 500 employees represent 99.9 percent of the 24.7 million businesses, as the most recent data show there are 17,000 large businesses.

The SBA's Office of Advocacy was created by an act of Congress in 1976 to protect, strengthen, and effectively represent the nation's small businesses within the federal government. As part of this mandate, the office conducts policy studies and economic research on issues of concern to small business and publishes data on small business characteristics and contributions. For instant access to small business resources, statistics, and research, visit the Office of Advocacy's home page at <http://www.sba.gov/advo/>.

Updated October 2005

## How do regulations affect small firms?

Very small firms with fewer than 20 employees spend 45 percent more per employee than larger firms to comply with federal regulations. These very small firms spend 4½ times as much per employee to comply with environmental regulations and 67 percent more per employee on tax compliance than their larger counterparts. For data broken down by industry, see [www.sba.gov/advo/research/rs264tot.pdf](http://www.sba.gov/advo/research/rs264tot.pdf).

### Cost of Federal Regulations by Firm Size, All Business Sectors (Dollars)

Type of Regulation	Cost per Employee for Firms with: <20 Employees	500+ Employees
All Federal Regulation	\$7,647	\$5,282
Environmental	3,296	710
Economic	2,127	2,952
Workplace	920	841
Tax Compliance	1,304	780

Source: *The Impact of Federal Regulations on Small Firms*, an Advocacy-funded study by W. Mark Crain, September 2005 (Research Summary #264).

## How many businesses open and close each year?

Estimates for businesses with employees indicate there were 580,900 new firms and 576,200 closures (both about 10 percent of the total) in 2004.

### Starts and Closures of Employer Firms, 2000-2004

Category	2000	2001	2002	2003	2004
New Firms	574,300	585,140	569,750	553,500e	580,900e
Firm Closures	542,831	553,291	586,890	572,300e	576,200e
Bankruptcies	35,472	40,099	38,540	35,037	34,317

e = Estimate. For more information, see "Business Estimates from the Office of Advocacy: A Discussion of Methodology," a working paper by Brian Headd, June 2005 (Research Summary #258).

Sources: U.S. Bureau of the Census; Administrative Office of the U.S. Courts; U.S. Department of Labor, Employment and Training Administration.

## How many new jobs do small firms create?

Over the past decade, small business net job creation fluctuated between 60 and 80 percent. For a more complete look at employment dynamics by firm size from 1989 to 2002, see [www.sba.gov/advo/research/data.html#us](http://www.sba.gov/advo/research/data.html#us).

Source: U.S. Bureau of the Census.

## What is small firms' share of employment?

The small business share of employment remains around 50 percent. Although small firms generally create 60 to 80 percent of the net new jobs, some firms will become large firms as the new jobs are created. Of 112.4 million nonfarm private sector

workers in 2002, small firms with fewer than 500 workers employed 56.4 million and large firms, 56.0 million. Smaller firms with fewer than 100 employees employed 40.5 million.

Source: U.S. Bureau of the Census.

## What is the survival rate for new firms?

**Two-thirds of new employer establishments survive at least two years, and 44 percent survive at least four years, according to a new study.** These results were similar for different industries. Firms that began in the second quarter of 1998 were tracked for the next 16 quarters to determine their survival rate. Despite conventional wisdom that restaurants fail much more frequently than firms in other industries, leisure and hospitality establishments, which would include restaurants, survived at rates only slightly below the average.

Earlier research has explored the reasons for a new business's survivability. Major factors in a firm's remaining open include an ample supply of capital, the fact that a firm is large enough to have employees, the owner's education level, and the owner's reason for starting the firm in the first place, such as freedom for family life or wanting to be one's own boss.

Sources: "Survival and Longevity in the Business Employment Dynamics Database" by Amy E. Knaup, *Monthly Labor Review*, Volume 128, Number 5 (May 2005), pp. 50-6; "Redefining Business Success: Distinguishing Between Closure and Failure" by Brian Headd, *Small Business Economics*, Volume 21, Number 1 (August 2003), pp. 51-61.

## How are small businesses financed?

**Commercial banks are the most important suppliers of debt capital to small firms, supplying more than 80 percent of lending in the credit line market and more than 50 percent in other markets, such as commercial mortgages and vehicle, equipment, and other loans.** In June 2004, small business loans outstanding owed to commercial banks amounted to \$522 billion, but small firms are not just receiving loans from smaller, relationship-driven banks. Very large banks with assets of at least \$10 billion are making a significant percentage of small loans of less than \$100,000.

### Shares of the Number and Amount of Small Business Loans by Banks and BHCs by Asset Size, June 2004

	Bank/BHC Asset Size (\$)			All Banks & BHCs
	<500M	500M-10B	<10B	
Number of Banks/BHCs	5,706	645	72	6,423
SBLs <\$100K				
Share of Amount	31.1%	19.2%	49.7%	\$125.3B
Share of Number	11.0%	21.5%	67.5%	13.6M
SBLs \$100K-<\$1M				
Share of Amount	26.8%	28.2%	45.0%	\$397.0B
Share of Number	27.2%	28.2%	44.6%	1.7M
SBLs <\$1M				
Share of Amount	27.8%	26.0%	46.2%	\$522.3B
Share of Number	12.8%	22.3%	65.0%	15.3M

Abbreviations: BHC, Bank Holding Company; SBL, Small Business Loan

Sources: Federal Reserve Board, Survey of Small Business Finances; special tabulations of the June call reports (Consolidated Reports of Condition and Income for U.S. Banks) prepared for the Office of Advocacy by James Kolari, Texas A&M University.

## What role do women, minority, and veteran entrepreneurs play in the economy?

• Women owned 6.5 million businesses that generated \$950.6 billion in revenues, employed 7.2 million workers, and

had \$179.6 billion in payroll in 2002. In addition, another 2.7 million firms are owned equally by both women and men; these firms add another \$731.1 billion in revenues and employ another 5.7 million workers.

- Of the 23 million firms in 2002, 6.9 percent were owned by Hispanic Americans, 5.2 percent by African Americans, 4.8 percent by Asian Americans, 0.9 percent by American Indians and Alaskan Natives, and 0.14 percent by Native Hawaiian and other Pacific Islanders. In 2002, minorities owned 4.1 million firms that generated \$694.1 billion in revenues and employed 4.8 million workers.
- Male veterans' self-employment rates were higher than those of nonveterans from 1979 to 2003. The rate was 13.7 percent in 2003.
- According to a study on veteran business ownership, about 22 percent of veterans in the U.S. household population were either purchasing or starting a new business or considering purchasing or starting one, and almost 72 percent of these new veteran entrepreneurs planned to employ at least one person at the outset of their new venture.

Sources: Preliminary data from the 2002 Survey of Business Owners from the U.S. Census Bureau; Advocacy-funded research by Robert Fairlie (Research Summary #243); Advocacy-funded research by Waldman Associates (Research Summary #242).

## What research is there on the cost of health insurance?

According to a National Federation of Independent Business membership survey, the number one small business issue is the cost and availability of insurance. Aspects of insurance that may drive small business concern are premium increases and administrative costs. Advocacy research shows that insurers of small health plans have higher administrative expenses than those that insure larger group plans.

Sources: National Federation of Independent Business; Kaiser Family Foundation; Advocacy-funded research by Rose C. Chu and Gordon R. Trapnell (Research Summary #224)

## Whom do I contact about regulations?

To submit comments on proposed regulations, send email to [advocacy@sba.gov](mailto:advocacy@sba.gov) or visit Advocacy's regulatory alerts page at [www.sba.gov/advo/laws/law\\_regalerts.html](http://www.sba.gov/advo/laws/law_regalerts.html). To follow up on regulatory enforcement issues, email [ombudsman@sba.gov](mailto:ombudsman@sba.gov).

## How can I get more information?

For more detailed information, visit [www.sba.gov/advo/](http://www.sba.gov/advo/). Sign up at <http://web.sba.gov/list> for email delivery of news releases, *The Small Business Advocate* newsletter, small business research findings and statistics, and regulatory communications.

- Office of Advocacy economic research can be found at [www.sba.gov/advo/research](http://www.sba.gov/advo/research). Specific points of interest include:
- Firm size data (static/dynamic for the U.S., states and metropolitan statistical areas): [www.sba.gov/advo/research/data.html](http://www.sba.gov/advo/research/data.html)
  - Small firm lending studies (1994-present): [www.sba.gov/advo/research/lending](http://www.sba.gov/advo/research/lending)
  - State economic profiles (1998-present): [www.sba.gov/advo/research/profiles](http://www.sba.gov/advo/research/profiles)
  - *The Small Business Advocate* monthly newsletter (1996-present): [www.sba.gov/advo/newsletter.html](http://www.sba.gov/advo/newsletter.html)
- Direct questions to (202) 205-6533 or [advocacy@sba.gov](mailto:advocacy@sba.gov).

# Key Aspects of the SBREFA Legislation

The Small Business Regulatory Enforcement Fairness Act (SBREFA) became law in March, 1996 to foster a government environment that is more responsive to small businesses and other small entities. The Act is comprised of the following six key areas:

- **Regulatory Compliance Simplification:** Federal regulatory agencies must develop compliance guides, written in plain English, to help small businesses understand how to comply with regulations that may have a significant effect on them. Agencies must also develop a program for providing small entities with informed guidance on complying with applicable laws and regulations.
- **Equal Access To Justice Act Amendments:** Under certain circumstances, small businesses can recover attorney's fees and court costs in a court or administrative hearing, even when they lose.
- **Congressional Review:** Congress has provided itself with a process by which it can review and, if necessary, disapprove regulations with which it takes issue.
- **Regulatory Enforcement Reform of Penalties:** Each regulatory agency must establish a policy to reduce and, where appropriate, waive civil penalties for minor violations under certain circumstances.
- **Small Business Advocacy Review Panels:** For proposed rules subject to the Regulatory Flexibility Act, EPA must solicit input from the small businesses that will be subject to the rules and make these findings public. SBA's Office of Advocacy and the Office of Management and Budget aid this process.
- **Regulatory Enforcement Reforms:** The Act created the Small Business and Agriculture Regulatory Enforcement Fairness Ombudsman. In August, 2001, President Bush appointed Michael L. Barrera as National Ombudsman. The Act also created the Regional Regulatory Fairness Boards, the members of which assist the National Ombudsman in receiving small businesses' comments about enforcement activities of federal regulatory agencies. The appointed Fairness Board members are small business owners and operators.

## Brief Explanations of the National Ombudsman and Regional Fairness Boards

Subtitle B of SBREFA created the National Ombudsman and 10 Regional Regulatory Fairness Boards to provide small businesses with the opportunity to comment on enforcement activity by federal regulatory agencies. Through this provision, Congress and the President have provided a way that small businesses can express their views and share their experiences about federal regulatory activity.

The National Ombudsman and the Fairness Boards will receive comments about federal compliance and enforcement activities from small businesses, and report these findings to Congress every year. The report will give each agency a kind of "customer satisfaction rating" by evaluating the enforcement activities of regulatory agency personnel and rating the responsiveness of the regulatory agencies to small business regional and program offices..

### Regulatory Enforcement Ombudsman

- Receives comments from small businesses on federal agencies' compliance and enforcement actions
- Reviews small businesses' comments
- Rates federal agencies on their responsiveness to small businesses' comments
- Reports annually to Congress

### 10 Regional Fairness Boards

- Members are small business owners/operators
- Report to the National Ombudsman about comments and issues specific to their regions
- Provide input regarding federal agency compliance activities affecting small entities in their region
- Contribute to the annual report to Congress

**For additional information about the Ombudsman or the Regulatory Fairness Boards, call SBA's toll free number: 1-888-REG-FAIR (734-3247) or visit their Web site at [www.sba.gov/ombudsman](http://www.sba.gov/ombudsman).**

## **Regulatory Flexibility Act/Small Business Regulatory Enforcement Fairness Act (RFA/SBREFA)**

The Small Business Regulatory Enforcement Fairness Act (SBREFA), passed in March 1996, amended the Regulatory Flexibility Act (RFA) to further the Agency's partnerships with small entities in our rulemakings. One of the important goals of the RFA/SBREFA, is to provide small entities with an expanded opportunity to participate in the development of certain regulations. EPA is the government leader implementing SBREFA.

Under RFA/SBREFA, the Agency must prepare a formal analysis of the potential negative impacts on small entities, convene a Small Business Advocacy Review Panel (proposed rule stage), and prepare a Small Entity Compliance Guide (final rule stage) unless the Agency certifies a rule will not have a significant economic impact on a substantial number of small entities.

### **Accomplishments:**

- 27 Small Business Advocacy Review Panels completed;
- 26 NPRMs published following completion of a Panel process -- each proposal reflected the advice and recommendations of the Panel;
- Over 450 small-business, small-community, and small non-profit representatives have advised the Panels;
- Over 260 recommendations made by Panels to address the particular concerns of regulated small entities;
- EPA has received letters of appreciation from the Small Business Administration, as well as favorable comments from small businesses associated with the process; and Small Business Congressional testimony to Senator Bond: "EPA has the best program of small-business outreach in the Government."
- EPA's outreach and accommodations for small businesses in the majority of rules that are not subject to the Panel process have been greatly improved;and
- Small Community Advisory Subcommittee of Local Government Advisory Committee found that Panels' outreach "provide excellent examples of consultation with small governments."

### **SBREFA Is Working Well:**

- Each Panel's report included concrete recommendations to the Administrator with positive outcomes for the Agency and small entities;
- The influence of SBREFA extends beyond the statutory requirements themselves; and
- EPA's policy is to conduct outreach and provide accommodations, where appropriate and allowable, in ANY rule that imposes ANY impact on small businesses.

### **Sample Outcomes:**

- The Class V Underground Injection rule allows many small businesses to continue use of their wells under permit (as opposed to a contemplated ban) and allows funeral homes to continue use of their injection wells pending further study;
- The proposed rule addressing the Sulfur Content of Gasoline provides an extended period (four to six years) for small refineries to comply with rule requirements, without damage to the fuel supply;
- This rule did not include a substantial number of smalls but we conducted the panel nonetheless and provided compliance flexibility,
- The Panel for the Industrial Laundries Effluent Guideline re-evaluated the risks posed by the many

- small businesses likely to be regulated. This Panel was conducted very early in the process;
- The Panel recommended the Agency take comment on a “no-regulation” option; and
- EPA eventually withdrew the regulatory proposal, and the industry introduced a voluntary pollution-prevention program.

## **REGULATIONS DEVELOPED WITH SBREFA PANELS**

- Control of Emissions of Air Pollution from Nonroad Diesel Engines (OAR)
- Effluent Guidelines and Standards for the Industrial Laundries Point Source Category (OW)
- NPDES Comprehensive Storm Water Phase II Regulations (OW)
- Effluent Guidelines and Standards for the Transportation Equipment Cleaning Category (OW)
- Effluent Guidelines and Standards for the Centralized Waste Treatment Industry (OW)
- Revisions to the Underground Injection Control Regulations for Class V Injection Wells (OW)
- National Primary Drinking Water Regulations: Ground Water Rule (OW)
- Phase I Federal Implementation Plans (FIPs) to Reduce the Regional Transport of Ozone in the Eastern United States (OAR)
- Findings of Significant Contribution and Rulemaking on Section 126 Petitions for Purposes of Reducing Interstate Ozone Transport (OAR)
- National Primary Drinking Water Regulations: Radon (OW)
- National Primary Drinking Water Regulations: Long Term 1 Enhanced Surface Water Treatment Rule (OW)
- National Primary Drinking Water Regulations: Filter Backwash Recycling Rule (OW)
- Tier II Light-Duty Vehicle and Light-Duty Truck Emission Standards and Gasoline Sulfur Standards (OAR)
- National Primary Drinking Water Regulations: Arsenic and Clarifications to Compliance and New Source Contaminant Monitoring (OW)
- Control of Emissions of Air Pollution from New Compression-Ignition and Spark-Ignition Recreational Marine Engines (OAR)
- Heavy-Duty Engine Emission Standards & Diesel Fuel Sulfur Control Requirements (OAR)
- Lead-Based Paint Activities; Training and Certification for Renovation and Remodeling Section 402(c)(3) (OPPTS)
- Effluent Guidelines and Standards for the Metal Products and Machinery Category, Phases 1 and 2 (OW)
- National Pollutant Discharge Elimination System Permit Regulation and Effluent Limitations Guidelines Standards for Concentrated Animal Feeding Operations (CAFOs) (OW)
- NESHAP: Reinforced Plastic Composites Production (OAR)
- National Primary Drinking Water Regulations: Long Term 2 Enhanced Surface Water Treatment Rule (OW)
- National Primary Drinking Water Regulations: Stage 2 Disinfectants/Disinfection Byproducts Rule (OW)
- Control of Emissions from Nonroad Spark-Ignition Engines and Standards for Recreational Spark-Ignition Engines (OAR)
- Control of Emissions from Highway Motorcycles (OAR)
- Effluent Guidelines and Standards for the Construction and Development Industry (OW)
- NESHAP: Lime Manufacturing (OAR)
- Effluent Guidelines and Standards for the Concentrated Aquatic Animal Production Industry (OW)
- Control of Emissions of Air Pollution from Nonroad Diesel Engines and Fuel (OAR)
- Cooling Water Intake Structures at Existing Facilities Under Section 316(b) of the CWA, Phase 3 (OW)

For Further Information Contact: **Joan Crawford** at (202) 564-6578 or by email at [crawford.joan@epa.gov](mailto:crawford.joan@epa.gov)



# EPA's Small Business Innovation Research (SBIR) Program

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The Environmental Protection Agency (EPA) is one of 11 federal agencies that participate in the SBIR Program established by the Small Business Innovation Development Act of 1982. The purpose of this Act was to strengthen the role of small businesses in federally funded R&D and help develop a stronger national base for technical innovation. **An SBIR small business is defined as a for profit organization with no more than 500 employees.** In addition, the small business must be independently owned and operated, at least 51 percent owned by U.S. citizens or lawfully admitted resident aliens, not dominant in the field of operation in which it is proposing, and have its principal place of business in the United States. Joint ventures and limited partnerships are eligible for SBIR awards, provided the entity created qualifies as a small business. T

EPA issues annual solicitations for Phase I and Phase II research proposals from science and technology-based firms. Under Phase I, the scientific merit and technical feasibility of the proposed concept is investigated. EPA awards firm-fixed-price Phase I contracts of up to \$70,000 and the period of performance is typically 6 months. Through this phased approach to SBIR funding, EPA can determine whether the research idea, often on high-risk advanced concepts, is technically feasible, whether the firm can do high-quality research, and whether sufficient progress has been made to justify a larger Phase II effort.

Phase II contracts are limited to small businesses that have successfully completed their Phase I contracts. The objective of Phase II is to commercialize the Phase I technology. Competitive awards are based on the results of Phase I and the commercialization potential of the Phase II technology. In Phase II, EPA awards contracts of up to \$225,000 and the period of performance is typically 24 months. EPA also offers up to \$120,000 and 1 additional year as Phase II Options for firms with third party financing for accelerating commercialization or for technologies accepted into the EPA Environmental Technology Verification (ETV) Program.

EPA's next Phase I Solicitation will open on March 23, 2006 and close on May 24, 2006. The Phase I Solicitation will be posted on the National Center for Environmental Research WEBSITE at:

<http://www.epa.gov/ncer/sbir>

Please note that last year's Phase I solicitation is still posted on the EPA WEBSITE. The solicitation includes a description of the SBIR Program, application requirements and research topics. This solicitation is available by Fax. If you need a faxed copy or if you have any questions, please call the EPA HELPLINE at:

1 (800) 490-9194



ENERGY STAR Small Business Network provides free energy saving information, case studies and tools at its Web site geared especially for small businesses at <http://www.energystar.gov/smallbiz/>. In January 2006, an updated version of the ENERGY STAR Guide for Small Business, *Putting Energy into Profits* will be online with new, expanded information and links. In February, a guide especially for auto dealers will be launched jointly by ENERGY STAR and the National Auto Dealers Association. Other specialized information is online for small business owner/operators in grocery/convenience stores, lodging, offices, restaurants, retail, home-based, and renters/tenants.



The ENERGY STAR label helps businesses to easily choose equipment that will use less energy, while delivering the same quality and performance. In addition to the online guide, ENERGY STAR provides a free monthly e-update e-mail with energy efficiency news and links to valuable information. Small business owners who have used the Web site and free help line have cut utility bills by 25% and more, and dozens have been recognized in the annual ENERGY STAR award program. For further information, visit the Web site or call toll-free 1-888 STAR YES.

## EPA's SMALL BUSINESS COMPLIANCE and ENFORCEMENT POLICIES

EPA's Office of Enforcement and Compliance Assurance uses several policies to respond to the environmental compliance needs of small business.

### ►SMALL BUSINESS COMPLIANCE POLICY

EPA's *Small Businesses Compliance Policy* (SBO Item# B-22) provides small businesses with incentives to participate in compliance assistance activities and programs, or conduct environmental audits. Under this policy, EPA will eliminate or reduce civil penalties provided the small business satisfies all of the following four criteria:

- The small business voluntarily discovers a violation. Violations may be discovered by the business through participation in compliance assistance programs, mentoring, use of checklists from the Internet or by voluntary audits.
- The small business voluntarily discloses the violation within 21 days. The disclosure must be sent in writing to EPA or the appropriate State or Tribal agencies if they have similar policies.
- The small business corrects the violation and remedies any associated harm within 180 days of discovery; an additional 180 days may be granted if pollution prevention technologies are being used.
- The small business has not used this policy or been subject to enforcement action for the same or similar violation in the past three years and has not been subject to two or more enforcement actions for environmental violations in the past five years. The violation has not caused serious harm to public health, safety, or the environment; it does not present imminent and substantial endangerment to public health or the environment; and it does not involve criminal conduct.

Contact: **Beverly Urdike**. 202-564-7142. Policy is available by calling (800) 368-5888 or online at <http://www.epa.gov/compliance/incentives/smallbusiness/index.html>.

### ►POLICY ON INCENTIVES FOR SELF-POLICING

EPA's Policy on *Incentives for Self-Policing: Discovery, Disclosure, Correction and Prevention of Violations* (commonly known as the EPA Audit Policy) (SBO Item# I-13) provides regulated entities of all sizes with incentives to voluntarily discover, disclose, and correct violations of environmental laws and requirements. Under the Audit Policy:

- EPA will not seek gravity-based penalties from entities that systematically discover potential environmental violations, promptly disclose them to EPA, expeditiously correct them and meet all other conditions of the Policy.
- For entities that disclose violations that were not systematically discovered, EPA will reduce gravity-based penalties by 75% provided all other policy conditions are met.
- EPA will generally not recommend criminal prosecution for entities that discover, promptly disclose, and expeditiously correct violations which are potentially criminal, provided all other policy conditions are met. The policy excludes repeat violations, violations that result in serious actual harm and violations that may present an imminent and substantial endangerment. EPA retains its discretion to recover any economic benefits realized as a result of noncompliance.

Contact: **Philip Milton**. 202-564-5029. Policy is available by calling (800) 368-5888 or online at <http://www.epa.gov/compliance/incentives/auditing/auditpolicy.html>.

### ►ENFORCEMENT RESPONSE POLICY

EPA's *Enforcement Response Policy for Treatment of Information Obtained Through Clean Air Act Section 507 Small Business Assistance Programs* (SBO Item# I-13) provides small businesses with a limited grace period to correct violations revealed during requested assistance from a State Small Business Assistance Program (SBAP) established under Section 507 of the Clean Air Act. Under the *Enforcement Response Policy*, two options are provided:

- SBAPs may offer small businesses a limited correction period for violations detected during compliance assistance. Small businesses may have up to 90 days to receive compliance assistance from the SBAPs, with the possibility of an additional 90 days to correct any violations discovered under the program. After that time, violations would be subject to existing enforcement policies.
- SBAPs may offer compliance assistance on a confidential basis. Under this option, the state retains the ability to investigate and/or take enforcement actions at any time for violations discovered independently from the Section 507 program. Under the *Small Business Compliance Policy*, small businesses that receive confidential assistance from the SBAP may receive a correction period if the small business voluntarily discloses the violation to the appropriate regulatory agency.

Contact: **Beverly Urdike** at (202) 564-7142. Policy is available by calling (800) 368-5888 or online at <http://www.epa.gov/compliance/incentives/smallbusiness/index.html>.



# Q&A's on EPA's Small Business Compliance Policy

January 9, 2006

**Q: What is the purpose of the Small Business Compliance Policy?**

A. To promote environmental compliance among small businesses by providing them with special incentives.

**Q: What incentives are available under the Small Business Compliance Policy?**

A. EPA will eliminate or reduce penalties for small businesses that voluntarily discover, promptly disclose, and correct violations in a timely manner. However, in the rare instance where the small business has obtained a significant economic benefit from the violation(s) (*i.e.*, economic advantage over its competitors), EPA will waive 100% of the gravity component of the civil penalty, but may seek the full amount of any economic benefit associated with the violation(s).

To date, no business has been assessed a penalty for economic benefit under the Small Business Compliance Policy. In the 2004 Small Business Paper Relief Act Report to Congress on Enforcement Actions and Penalties, EPA waived (100%) all penalties for every small business that voluntarily disclosed violations under the Small Business Compliance Policy.

**Q: What conditions must be satisfied to use the Small Business Compliance Policy?**

A. The small business must: (1) have a "good" compliance record; (2) voluntarily discover the violation (*e.g.*, through on-site compliance assistance or a voluntary environmental audit); (3) disclose the violation in writing within 21 days of discovery; and (4) correct the violation and remedy any associated harm within 180 days of its discovery (360 days if correction will involve using pollution prevention technologies).

**Q: What is a "small" business?**

A. A small business is one that employs 100 or fewer individuals across all facilities and operations that the business owns. Of course, determining the size of the business can sometimes involve looking at parent-subsidiary relationships. If the subsidiary is minimally controlled by the parent and does not share many of the parent's resources, then it may be appropriate to look at the subsidiary in the same way one would look at an independent, small business. Such an inquiry is very fact-specific.

**Q: What is a "good" compliance record for purposes of being able to use the Small Business Compliance Policy?**

A. A business that has not been subject to two or more enforcement actions for any environmental violation in the past 5 years. Also, the business has not used the Small Business Compliance Policy for a violation of the same or similar requirement within the past 3 years.

**Q: Are any types of violations ineligible?**

A. Ineligible violations are those that: (1) caused actual serious harm to public health, safety or the environment; (2) may present an imminent and substantial endangerment to public health or the environment; or (3) involved criminal conduct. In addition, violations identified through a monitoring or sampling requirement prescribed by statute, regulation, permit, or judicial or administrative order or consent agreement are ineligible (*e.g.*, emission violations discovered through required continuous emissions monitoring or alternative monitoring established in a permit, or violations of National Pollutant Discharge Elimination System discharge limits discovered through required sampling or monitoring).

**Q: Will disclosure under the Small Business Compliance Policy mean that I will be more likely to be targeted for inspections?**

A. No. Disclosure is more likely to result in EPA directing its limited resources towards businesses where there is greater reason to question compliance with the law.

**Q: How can a company make a disclosure under the Small Business Compliance Policy?**

A. Contact your Regional EPA office. Contacts are listed below.

	Policy Contacts		Small Business Liaison	
Region 1:	Joel Blumstein	617-918-1771	Dwight Peavey	617-918-1829
Region 2:	Ron Lockwood	212-637-3413	Ron Lockwood	212-637-3413
Region 3:	John Ruggero	215-814-2142	David Byro	215-814-5563
Region 4:	Paul Schwartz	404-562-9576	Annette Hill	404-562-8287
Region 5:	Richard Murawski	312-353-6721	Glynis Zywicki	312-886-4571
Region 6:	Rusty Hurbert	214-665-3197	David Gray Patty Senna	214-665-2200 214-665-7175
Region 7:	Becky Dolph	913-551-7281	Jan Lambert	913-551-7768
Region 8:	Peggy Livingston	303-312-6858	Maureen Kiely	303-312-6262
Region 9:	Brian Riedel	415-744-1380	Angela Baranco	415-744-4262
Region 10:	Robyn Hoffmann	206-553-7154	Robyn Hoffman	206-553-7154

**Q: Is EPA open to suggestions on how to improve the Small Business Compliance Policy?**

A. Yes. EPA wants to encourage small businesses to learn about environmental compliance and pollution prevention through the wide range of programs and tools available to them through regulatory agencies, private and non-profit organizations, and the Internet. We are always interested in suggestions on better ways to do that. Contact Beverly Updike, 202-564-7142.

**Q: Where can I get more information on the Small Business Compliance Policy and EPA's compliance assistance program?**

For the Small Business Compliance Policy go to:  
[www.epa.gov/compliance/incentives/smallbusiness/index.html](http://www.epa.gov/compliance/incentives/smallbusiness/index.html) and for general information about EPA's compliance assistance program go to: [www.epa.gov/compliance](http://www.epa.gov/compliance).

# Compliance Assistance Centers

[www.assistancecenters.net](http://www.assistancecenters.net)

The U.S. Environmental Protection Agency has sponsored partnerships with industry, academic institutions, other groups to establish Compliance Assistance Centers for 14 industry & government sectors. **These sector-specific resources can help you understand your environmental obligations, improve compliance, and find cost-effective ways to comply.**



**Border Center:** A web site for businesses importing hazardous waste across the U.S.-Mexico Border, with information to help them understand & comply. [www.bordercenter.org](http://www.bordercenter.org)

**Construction Industry Compliance Assistance Center:** An environmental compliance assistance web site for contractors and builders/developers. [www.cicacenter.org](http://www.cicacenter.org)

**CCAR-GreenLink:** Helps the auto service and repair community identify common sense ways to comply with environmental regulations. [www.ccar-greenlink.org](http://www.ccar-greenlink.org)

**ChemAlliance:** Provides innovative web site features to direct chemical manufacturers to compliance assistance information and resources. [www.chemalliance.org](http://www.chemalliance.org)

**Environmental Compliance for Automotive Recyclers:** Provides plain language explanation of environmental regulations affecting automotive recyclers. [www.ECARcenter.org](http://www.ECARcenter.org)

**Healthcare Environmental Resource Center:** Provides pollution prevention and compliance assistance information for the health care sector. [www.HERCenter.org](http://www.HERCenter.org)

**Local Government Environmental Assistance Network:** Serves as the "first-stop-shop" by providing EMS, planning and regulatory information for local government officials. [www.lgean.org](http://www.lgean.org)

**National Agriculture Compliance Assistance Center (Ag Center):** Serves as the "first stop" for environmental compliance information for the agriculture community [www.epa.gov/agriculture](http://www.epa.gov/agriculture)

**National Metal Finishing Resource Center:** Provides comprehensive environmental compliance and technical assistance to the metal finishing industry. [www.nmfrc.org](http://www.nmfrc.org)

**Paints & Coatings Resource Center:** Provides regulatory compliance and P2 information to organic coating facilities. [www.paintcenter.org](http://www.paintcenter.org)

**Printed Wiring Board Resource Center:** Provides regulatory compliance and P2 information to printed wiring board manufacturers. [www.pwbrc.org](http://www.pwbrc.org)

**Printers National Environmental Assistance Center (PNEAC):** Provides compliance and P2 information, as well as two e-mail discussion groups. [www.pneac.org](http://www.pneac.org)

**Transportation Environmental Resource Center (TERC):** Provides compliance information for air, shipping, barging, rail, and trucking [www.transource.org](http://www.transource.org)

**FedCenter:** Provides compliance information and tools designed specifically to meet the growing environmental needs of federal facilities. [www.FedCenter.gov](http://www.FedCenter.gov)

For more information, contact Tracy Back  
202/564-7076  
[back.tracy@epa.gov](mailto:back.tracy@epa.gov)

# What's New With The Centers?

**The Centers are continually developing new features to better serve their customers. Be sure to explore the new Center developments!**

## **The Centers Are Serving Their Intended Purpose & More!**

Center activity continues to grow, with a 24% increase from FY 2004 to FY 2005. In FY 2005 Center Websites were visited over 1,443,000 times. On-line surveys were conducted by the Centers in 2005, 81% of the assistance provider community survey respondents agreed or strongly agreed that the Centers helped them understand regulations that apply to a sector, local government, or federal facility. Center information is well used. In fact, 76% of the assistance provider community respondents took one or more actions as a result of Center use. 42% of the assistance provider community respondents indicated an environmental improvement as a result of Center use.



## **Don't Miss PNEAC's New Fact Sheets & Newly Archived Webinar:**

- EPA Toxics Release Inventory (TRI) Compliance at Printing Facilities
- Table of EPA Toxics Release Inventory (TRI) Chemicals
- Determining VOC/HAP Emissions from Nonheatset Web Offset Lithographic Printing Operations
- Determining VOC/HAP Emissions from Sheetfed Offset Lithographic Printing Operations



Access these fact sheets and more at:  
<http://pneac.org/sheets/>

On January 12, 2006 a webinar was held for printers to review Ohio EPA's new innovative Permit-By-Rule option for complying with air permit requirements. The new Permit-By-Rule greatly simplifies and streamlines obtaining an air permit for about 95% of the printing industry in Ohio. Visit PNEAC's webinar archive at:  
<http://pneac.org/videotraining/>

## **MetLife Auto & Home Achieves 100% Completion of CCAR's S/P2 Training for Claims Staff:**



CCAR-GreenLink®: The Coordinating Committee For Automotive Repair has recognized MetLife Auto & Home as the first company in the insurance industry to have 100 percent of its automotive field staff complete the S/P2 Claims Staff course in Safety and Pollution Prevention. "MetLife Auto & Home wants its employees to not only have the knowledge, but also to have the tools necessary to stay safe and be environmentally conscious while on the job," said David Paturzo, Claims Technical Administrator for the company.

CCAR provides the S/P2 training free of charge to automotive training programs at secondary and postsecondary schools throughout the U.S., and S/P2 has been endorsed by DaimlerChrysler Corporation, Ford Motor Company, General Motors, and Toyota Motor Sales, U.S.A., Inc., for their technician education efforts.

## **Now Available: Revised 2005 Worker Protection Standard How-to-Comply Manual:**

The revised 2005 Worker Protection Standard for Agricultural Pesticides How-to-Comply Manual has been updated to reflect amendments to the Worker Protection Standard (WPS). Updates include detailed information on who is covered by the WPS and how to meet regulatory requirements. The new 2005 WPS How-to-Comply (HTC) Manual supersedes the 1993 version. For more information and how to obtain print and/or CD-ROM versions of the manual, visit: <http://www.epa.gov/agriculture/htc.html>.

## **Improved "Virtual Plant Tour" the First of Several Improvements at**



**ChemAlliance**

**ChemAlliance:** ChemAlliance staff have recently completed an overhaul of the popular Virtual Plant Tour by adding a search interface, improving the pollution prevention case studies, and making the tour easier to navigate. According to ChemAlliance Director, Scott Butner, that's just the first of several changes occurring at ChemAlliance. "We're putting the finishing touches on a vastly improved web links database, which has been rebuilt from the ground up" said Butner, "and we've also been finishing up a cleaner 'look and feel' for the site that should make it easier to find the information you need." Other changes planned for early 2006 include the deployment of more information related to state-level regulations, enhancements to the online glossary of environmental acronyms, and improvements to the site's RSS news feed.

## **EPA PROGRAM OFFICE SMALL BUSINESS PROJECTS AND CONTACTS**

### **OFFICE OF AIR AND RADIATION**

Air Control Technology Assistance Center	919-541-0800
Area Sources (Keith Barnett)	919-541-5605
Coatings Rules (Kim Teal)	919-541-5580
Energy Star - Small Business Network (Jerry Lawson)	202-343-9314
New Source Review Program (Racqueline Shelton)	919-541-0898
Program Review (Karen Blanchard)	919-541-5503
Regulatory Steering Committee (Tom Eagles)	202-564-1952
Satellite Broadcasts/Training (Dennis Shipman)	919-541-5477
State SBO/SBEAP CAAA Section 507 Contacts	Separate listing
Title V Exemptions (Jeff Herring)	919-541-3195

### **OFFICE OF WATER**

Concentrated Aquatic Animal Production (Jan Goodwin)	202-566-1060
Concentrated Animal Feeding Operations, CAFO (Paul Shriner)	202-566-1076
Environmental Management Systems (Jim Horne)	202-564-0571
Metal Products and Machinery Rule (Carey Johnston)	202-566-1014
Pretreatment Streamlining Rule (Jan Pickrel)	202-564-7904
Pretreatment Streamlining Rule Alternate (Greg Schaner)	202-564-0721
Regulatory Steering Committee (Sandy Evalenko)	202-564-0264
Small Systems & Tech. Assist Ctrs-(TACs) (Jenny Bielanski)	202-564-3836
Stage 1 DBPR Small Systems Compliance Guide (Tom Grubbs)	202-564-5262
Stormwater Permits/Phase II (Jack Faulk)	202-564-0768
Water Alliance for Voluntary Efficiency (John Flowers)	202-564-0624
Multisector General Permit (Brian Rittenhouse)	202-564-0577
Alternate Steering Committee (Lynn Zipf)	202-564-2665
General Information (Kitty Miller)	202-564-0474

### **OFFICE OF PREVENTION, PESTICIDES AND TOXIC SUBSTANCES**

Antimicrobial Ombudsman (Michael Hardy)	703-308-6432
Biopesticides Ombudsman (Brian Steinwand)	703-305-7973
Conventional Pesticides Ombudsman (Linda Arrington)	703-305-5446
General (Priscilla Flattery)	202-564-2718
OPPT Industry/Small Business Liaison (David Giamporcaro)	202-564-8107
Pesticide Improvement Act (Elizabeth Leovey)	703-305-7328

Pollution Prevention Resource Exchange (Beth Anderson)	202-564-8833
Pollution Prevention/P2 State Coordinator (Chris Kent)	202-564-8842
Pollution Prevention (Lena Ferris)	202-564-8831
Reg-in-a-Box (John Myers)	202-564-8624
Regulatory Steering Committee (Angela Hofmann)	202-564-0258
State P2 Technical Assistance Programs	Separate listing

## **OFFICE OF SOLID WASTE AND EMERGENCY RESPONSE**

Overall OSWER Small Business Contact (Patrick Easter)	202-566-1931
Regulatory Steering Committee (Gerain Perry)	202-566-1929
Outreach and Communication--OSW (Diane Bartosh)	703-308-7895
Brownfields (Sven-Erik Kaiser)	202-566-2753
SPCC (Jackie Tenusak)	202-566-1926
112r Risk Management Plans, EPCRA 311-312, and Integrated Contingency Plan (Sicy Jacob)	202-564-8019
Superfund Brochures (Carolyn Offutt)	703-603-8797
Underground Storage Tanks (Lauren Mical)	703-603-7139
Waste Minimization (Anita Cummings)	703-308-8303
Recycling (Terry Grist)	703-308-7257

## **EPA Regional Public Liaisons for Superfund, RCRA, OSWER**

(Formerly listed as Regional Superfund RCRA Ombudsmen)

Region 1 (John Smaldone)	1-888-372-7341
Region 2 (George Zachos)	1-888-283-7626
Region 3 (Gregg Crystall)	1-800-438-2474
Region 4 (L. Monty Bates)	404-562-8354
Region 5 (Bill Bolen - Acting)	312-353-6316
Region 6 (Arnold Ondarza)	1-800-533-3508
Region 7 (Craig W. Smith)	1-800-223-0425
Region 8 (Sonya Pennock)	1-800-227-8917
Region 9 (Julie Anderson)	1-800-231-3075
Region 10 (Mark Masarik)	1-800-892-7609
OSRTI (Bruce Engelbert)	703-603-8711
OSRE (Filomena Chau)	202-564-4224

## **OFFICE OF ENFORCEMENT AND COMPLIANCE ASSURANCE**

Audit Policy Implementation (Phil Milton)	202-564-5029
Compliance Assistance Centers (Tracy Back)	202-564-7076
Compliance Assistance Coordinator for Regions (Joanne Berman)	202-564-7064
Compliance Assistance General (James Edward)	202-564-2462
Compliance Assistance Measurement (Hans Scheifele)	202-564-1459
Compliance Assistance to Tribes (Jonathan Binder)	202-564-2516
Environmental Justice (Nicholas Targ)	202-564-2406

Environmental Justice (Barry Hill)	202-564-2515
Environmental Compliance Assistance Clearinghouse (Sharie Centilla)	202-564-0697
Homeland Security (Brian Mass)	202-564-6019
Inventory of EPA's Planned Compliance Assistance Activities (Rebecca Barclay)	202-564-7063
Mineral Processing (Emily Chow)	202-564-7071
OCE Mineral Processing (Craig Haas)	202-564-6447
Performance Measurement (Lynn Vendinello)	202-564-7066
Regulatory Steering Committee (Gerard C. Kraus)	202-564-6047
SBREFA 222 RegFair Program (Melissa Marshall)	202-564-7971
Sector Notebooks (Seth Hemingway)	202-564-7017
Small Business Coordinator (Beverly Updike)	202-564-7142
Supplemental Environmental Project (Beth Cavalier)	202-564-3271
UST Enforcement (Diana Saenz)	202-564-4209

### **OFFICE OF RESEARCH AND DEVELOPMENT**

Environmental Technology Verification (Theresa Harten)	513-569-7565
Regulatory Steering Committee (Connie Bosma)	202-564-6773
Small Business Innovative Research (SBIR) (Jim Gallup)	202-343-9703

### **OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL RELATIONS**

Appropriations and Cross-cutting Programs (Jim Blizzard)	202-564-1695
Small Business Issues (Clara Jones)	202-564-3701

### **OFFICE OF PUBLIC AFFAIRS**

Industry (Amy Dewey)	202-564-7816
Press Releases (Dave Ryan)	202-546-7827
Small Business (Andrew Beck)	202-564-2714

### **OFFICE OF GENERAL COUNSEL**

Dispute Resolution/Reg-Neg (Debbie Dalton)	202-564-2913
Regulatory Steering Committee (Mark Kataoka)	202-564-5584
RFA/SBREFA (Manisha Patel)	202-564-1042

## **OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT AND OFFICE OF ACQUISITION MANAGEMENT**

Acting Competition Advocate (Kathy Barton)	202-564-4321
Director, Office of Acquisition Management (Judy S. Davis)	202-564-4310
Regulatory Steering Committee (Susan Kantrowitz)	202-564-4317

## **OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION**

Procurement Opportunities (Jeanette Brown)	202-564-4100
Procurement Opportunities/HBCU and MI's (Patricia Durrant)	202-564-4444

## **OFFICE OF ENVIRONMENTAL INFORMATION**

Central Data Exchange (Connie Dwyer)	202-566-1691
Information Strategies (Joe Sierra)	202-566-1683
Paperwork Reduction Act (Rick Westlund)	202-566-1682
PBT Rule Implementation Guidance (Gail Froiman)	202-566-0677
Regulatory Steering Committee (Pat Williams)	202-566-0204
Economic Impact Assessment for TRI Rules (Bruce Madariaga)	202-566-0650
TRI Compliance Assistance (John Dombrowski)	202-566-0742
TRI Outreach and Web Issues, and Regional and State Coordination (Dipti Singh)	202-566-0739

## **OFFICE OF STATE/LOCAL RELATIONS**

Regulatory Steering Committee (Andy Hanson)	202-564-3664
Small Communities (Janice Berry-Chen)	202-564-7202
Small Entities (Jim Wieber)	202-564-3662
Small Towns (Steve Wilson)	202-564-3646

## **OFFICE OF POLICY, ECONOMICS AND INNOVATION**

Beneficial Reuse of Industrial Materials (Jeff Kohn)	202-566-1407
Business & Community Innovation (Chuck Kent)	202-566-2800
Cement Manufacturing (Carl Koch)	202-566-2972
Colleges & Universities (Peggy Bagnoli)	202-566-2957
Community-based Environmental Protection (Gerald Filbin)	202-566-2182
Construction (Peter Truitt)	202-566-2970
Environmental Management Systems (Shana Harbour)	202-566-2959
Environmental Results Program (Greg Ondich)	202-566-2215
Environmental Results Program (Scott Bowles)	202-566-2208
Forest Products (Rhea Hale)	202-566-2965



Hazardous Waste/TRI-EPCRA (Jim Malcolm)	202-566-2821
Iron & Steel (Tom Tyler)	202-566-2969
Marketing, Communication & Training (Elsa Bishop)	202-566-2814
Metal Finishing (Robin Kime)	202-566-1961
Metal Foundries & Die Casting (Jeff Kohn)	202-566-1407
Nat'l Center for Environmental Economics (Al McGartland)	202-566-2244
Nat'l Center for Environmental Innovation (Jay Benforado)	202-566-2800
Outreach and Assistance Coordinator (Angela Suber)	202-260-7205
Paints & Coatings (Barry Elman)	202-566-2958
Performance Incentives (Dan Fiorino)	202-566-2869
Performance Measurement Initiative (Yvonne Watson)	202-566-2239
Performance Measurement for Sectors (Carl Koch)	202-566-2972
Performance Track (Julie Spyres)	202-566-2885
Pesticides/Asbestos/Lead/Indoor Air (Joseph Albright)	202-566-2817
Ports (Kathleen Bailey)	202-566-2953
Program Evaluation and Perf. Measures (Yvonne Watson)	202-566-2239
Public Involvement Policy (Patricia Bonner)	202-566-2204
Public Involvement Policy (Leanne Nurse)	202-566-2207
Regulatory Agenda & Plan (Phil Schwartz)	202-564-6564
Regulatory & Policy Review (Alexander Cristofaro)	202-564-7253
Regulatory & Policy Review (Ken Munis)	202-564-6581
Regulatory Management (Charlotte Bertrand)	202-564-8374
Regulatory Review (Stuart Miles-McLean)	202-564-6581
Regulatory Steering Committee (Lesley Schaaff)	202-564-6567
SBREFA Issues (Joan Crawford)	202-564-6568
Sector Based Partnership Programs (Robert Benson)	202-566-2954
Senior Advisor for Communication (Sandy Germann)	919-541-3061
Shipbuilding & Ship Repair (Shana Harbour)	202-566-2959
Small Business Economics (Brett Snyder/)	202-566-2261
Small Business Economics (Lanelle Wiggins)	202-566-2372
Small Business Ombudsman, Asbestos Ombudsman, SBPRA Point of Contact & CAA 507 Programs (Karen Brown)	202-566-2816
Smart Growth (Geoff Anderson)	202-566-2832
Smart Growth (Tim Torma)	202-566-2864
Voluntary Programs (Cheryl Hawkins)	202-564-6671
Water (Tom Nakley)	202-566-2826

## **SMALL BUSINESS REGIONAL LIAISONS**

Region 1	(Dwight Peavey)	617-918-1829
Region 2	(Ronald Lockwood)	212-637-3413
Region 3	(David Byro)	800-228-871/(215) 814-5563
Region 4	(Annette Hill)	404-562-8287
Region 5	(Glynis Zywicki)	312-886-4571
Region 6	(David Gray)	800-887-6063/214) 665-2200
Region 7	(Janet Lambert)	913-551-7768

Region 8	(Maureen Kiely)	303-312-6262
Region 9	(Angela Baranco)	415-947-4262
Region 10	(Robyn Hoffman)	206-553-7154

### **REGIONAL REGULATORY CONTACTS**

Region 1	(Pat O’Leary)	617-918-1929
Region 2	(Olga Maisonet)	212-637-3593
Region 3	(Esther A. Martinez)	215-814-3400
Region 4	(Annette Hill)	404-562-8287
Region 5	Vacant	000-000-0000
Region 6	(Maureen Taylor-Glaze)	214-665-7124
	(Michael McCorkhill – R6 alternate)	214-665-8553
Region 7	(Alice Todd)	913-551-7304
Region 8	(Sonya Moore)	303-312-6825
Region 9	(Anna Hackenbracht)	415-947-4265
Region 10	(Barbara Legas)	206-553-1250

### **COMPLIANCE ASSISTANCE COORDINATORS**

Region 1	(Lucy Casella)	617-918-1759
Region 2	(Linda Longo)	212-637-3565
Region 3	(Betty Barnes)	215-814-3447
Region 4	(Wesley Hardegree)	404-562-9610
Region 5	(Eileen Deamer)	312-886-1728
Region 6	(Israel Anderson)	214-665-3138
Region 7	(Carol Levalley)	913-551-7649
Region 8	(Liz Rogers)	303-312-6974
Region 9	(Angela Baranco)	415-947-4262
Region 10	(Robyn Hoffman)	206-553-7154

# WHERE TO CALL FOR MORE INFORMATION AND HELP

## EPA SMALL BUSINESS OMBUDSMAN

Toll Free (800) 368-5888	Local and DC Area (202) 566-2855 <a href="http://www.smallbiz-enviroweb.org">www.smallbiz-enviroweb.org</a> Homepage <a href="http://www.epa.gov/sbo">www.epa.gov/sbo</a>	Fax (202) 566-2848 <a href="mailto:asbestos.ombudsman@epa.gov">asbestos.ombudsman@epa.gov</a>
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### EPA Web Pages and Hotlines

### Phone Number

● □ National Service Center for Environmental Publications . . . . . ( <a href="http://www.epa.gov/ncepihom/">www.epa.gov/ncepihom/</a> ) . . . . .	800-490-9198 513-489-8190
● □ Indoor Air Quality Information Clearinghouse . . . . . ( <a href="http://www.epa.gov/iaq">www.epa.gov/iaq</a> )	800-438-4318
● □ Radon . . . . . ( <a href="http://www.epa.gov/iaq/radon">www.epa.gov/iaq/radon</a> )	800-767-7236
● □ EPA Energy Star . . . . . ( <a href="http://www.energystar.gov">www.energystar.gov</a> )	888-782-7937
● □ Clean Air Technology Center . . . . . ( <a href="http://www.epa.gov/ttn/catc">www.epa.gov/ttn/catc</a> ) . . . . .	919-541-0800 (English) 919-541-1800(Spanish)
● □ Office of Transportation and Air Quality . . . . . ( <a href="http://www.epa.gov/omswww">www.epa.gov/omswww</a> )	734-214-4333
● □ Emission Measurement Center . . . . . ( <a href="http://www.epa.gov/ttn/emc">www.epa.gov/ttn/emc</a> )	919-541-7774
● □ Stratospheric Ozone Information . . . . . ( <a href="http://www.epa.gov/ozone">www.epa.gov/ozone</a> )	800-296-1996
● □ Acid Rain (emission trading, auctions, Information) . . . . . ( <a href="http://www.epa.gov/airmarkets">www.epa.gov/airmarkets</a> )	202-343-9620
● □ Safe Drinking Water Hotline . . . . . ( <a href="http://www.epa.gov/safewater">www.epa.gov/safewater</a> )	800-426-4791
● □ National Env. Service Center )WV Univ) . . . . . ( <a href="http://www.nsfv.wvu.edu">www.nsfv.wvu.edu</a> )	800-624-8301
● □ Storm Water Phase II Information . . . . .	866-352-7755
● □ Water Resource Center . . . . .	202-566-1729
● □ Wetlands Information . . . . . ( <a href="http://www.epa.gov/owow/wetlands">www.epa.gov/owow/wetlands</a> )	800-832-7828
● □ Toxic Substance Control Act (TSCA) Information Service . . . . . Washington Metro Area . . . . .	800-471-7127 202-554-1404
● □ Office of Pesticide Program Registration Division (Ombudsman) . . . . . ( <a href="http://www.epa.gov/pesticides">www.epa.gov/pesticides</a> )	703-305-5446
● □ Bio-Pesticide Contact . . . . . <a href="http://www.epa.gov/pesticides/biopesticides">www.epa.gov/pesticides/biopesticides</a> )	703-305-7973
● □ National Pesticide Information Center . . . . . ( <a href="http://npic.orst.edu">Http://npic.orst.edu</a> )	800-858-7378
● □ EPA Waste Wise/Waste Reduction . . . . . ( <a href="http://www.epa.gov/wastewise">www.epa.gov/wastewise</a> )	800-372-9473
● □ Office of Environmental Justice Information Line . . . . .	800-962-6215
● □ Office of Emergency Management . . . . . ( <a href="http://www.epa.gov/emergencies">www.epa.gov/emergencies</a> )	202-564-8600
● □ Small Business Innovation Research (SBIR) . . . . . ( <a href="http://epa.gov/ncerqa/sbir">http://epa.gov/ncerqa/sbir</a> )	800-490-9194
● □ EPA Inspector General (IG) . . . . . ( <a href="http://www.epa.gov/oigearth">www.epa.gov/oigearth</a> )	888-546-8740
● □ Compliance Assistance Centers . . . . . <a href="http://www.assistancecenters.net">http://www.assistancecenters.net</a>	202-564-7076
● □ Small and Disadvantaged Business Utilization . . . . . ( <a href="http://www.epa.gov/osdbu">www.epa.gov/osdbu</a> )	202-564-4100

## OTHER WEBSITES & HOTLINES

## Phone Number

- Small Business Environmental Home Page ..... (412) 992-5349  
([www.smallbiz-enviroweb.org](http://www.smallbiz-enviroweb.org))
- Recycling Hotline (Earth's 911) ..... (877) 327-8491  
([www.recycle.net/recycle](http://www.recycle.net/recycle)),([www.cleanup.org](http://www.cleanup.org))
- National Technical Information Service (NTIS) ..... (800) 553-6847  
([www.ntis.gov](http://www.ntis.gov)) ..... (703) 605-6000
- National Response Center for reporting oil spills and hazardous  
substance releases ..... (800) 424-8802  
Washington Metro Area ..... (202) 267-2675  
([www.nrc.uscg.mil](http://www.nrc.uscg.mil))
- Department of Energy (DOE)--National Alternative Fuels Hotline ..... (877) 337-3463  
[www.afdc.nrel.gov/hotline.html](http://www.afdc.nrel.gov/hotline.html)
- Energy-efficiency & Renewable Energy Information ..... 877.337.3463  
(Operated by the DOE)  
([www.eere.energy.gov](http://www.eere.energy.gov))
- DOT--Hazardous Materials. .... (800) 467-4922  
(<http://hazmat.dot.gov>)
- CHEMTREC Chemical Transportation Emergency Line, operated by ..... (800) 262-8200  
Chemical Manufacturers Association (DOT Regulations)  
([Http://chemtrec.com](http://chemtrec.com))
- National Lead Information Center ..... (800) 424-5323  
([www.epa.gov/lead/nlic.htm](http://www.epa.gov/lead/nlic.htm))
- Small Business Administration ..... (800) 827-5722  
([www.sba.gov](http://www.sba.gov))
- Regulatory Fairness Boards (SBA) ..... (888) 734-3247  
([www.sba.gov/ombudsman](http://www.sba.gov/ombudsman))
- Occupational Safety & Health Administration (OSHA) ..... (800) 321-6742  
(Worker Safety Referral Services)  
([www.osha.gov](http://www.osha.gov))
- American Lung Association ..... (800) 586-4872  
([www.lungusa.org](http://www.lungusa.org))
- Consumer Product Safety Commission ..... (800) 638-2772  
([www.cpsc.gov](http://www.cpsc.gov))
- Radon Emission(National Safety Council) ..... (800) 557-2366  
([www.nsc.org/ehc/radon.htm](http://www.nsc.org/ehc/radon.htm))
- Government Printing Office (Outside DC Calling Area) ..... (866) 512-1800  
([www.gpoaccess.gov](http://www.gpoaccess.gov)) DC area ..... (202) 512-0000
- National Institute of Occupational Safety and Health ..... (800) 356-4674  
([www.cdc.gov/niosh/homepage.html](http://www.cdc.gov/niosh/homepage.html))
- American Association of Poison Control Centers ..... (202) 362-7217  
([www.aapcc.org/](http://www.aapcc.org/))
- National Capital Poison Center For info& Emergencies([www.poison.org](http://www.poison.org)) .. (800) 222-1222
- Federal Trade Commission ([www.ftc.gov](http://www.ftc.gov)) ..... (877) 382-4357

## EPA REGIONAL SMALL BUSINESS LIAISONS

REGION 1	CT, ME, MA, NH, RI, VT	Dwight Peavey	(617) 918-1829
2	NJ, NY, PR, VI	Ronald Lockwood	(212) 637-3413
3	DE, DC, MD, PA, VA, WV	David Byro	(215) 814-5563
4	AL, FL, GA, KY, MS, NC, SC, TN	Annette N. Hill	(404) 562-8287
5	IL, IN, MI, MN, OH, WI	Glynis Zywicki	(312) 886-4571
6	AR, LA, NM, OK, TX	David Gray	(214) 665-2200
7	IA, KS, MO, NE	Janette Lambert	(913) 551-7768
8	CO, MT, ND, SD, UT, WY	Maureen Kiely	(303) 312-6262
9	AZ, CA, HI, NV, GU	Angela Baranco-Mason	(415) 947-4262
10	AK, ID, OR, WA	Robyn Hoffmann	(206) 553-7154



# Small Business Environmental Assistance Programs

Small Business Stationary Source Technical and Environmental Compliance Assistance Program, 507 Programs, Compliance Assistance Provider, Technical Assistance Programs, Small Business Environmental Assistance Programs - many different names; all describing the same program.

Section 507 of the Clean Air Act Amendments of 1990 required each state to create a program to help small businesses understand and comply with air pollution regulations. Congress did this to provide a resource for smaller businesses previously unaffected by environmental requirements. Around the country, each state, two territories, and the District of Columbia now house a free, non-regulatory assistance programs consisting of three components:

### Small Business Technical Assistance Program **SBAP**

Provides the detailed technical assistance, publications, and tools to help small businesses come into or remain in compliance with environmental regulations.

### Compliance Advisory Panel **CAP**

Advisory panel made up of small business owners and representatives appointed by state Governors and Legislatures to consult and advise on SBAP program content.

### Small Business Ombudsman **SBO**

An advocate acting on behalf of small businesses as it relates to environmental issues.

### How Small Is a Small Business?



- 100 or fewer individuals - Clean Air Act definition; Other acts include other definitions
- Not considered a major stationary source;
- Does not emit 50 tons or more per year of any regulated pollutant or 75 tons per year of all regulated pollutants;
- Typical customers of the program usually employ less than 25 individuals.

### Location of the Programs



SBAPs and SBOs may be found in any number of places, including:

- Environmental Agencies
- Economic Development Agencies
- University System
- Health Departments
- Pollution Prevention Programs
- Small Business Development Centers
- Office of the Secretary or Agency Director

### Size of the Programs

The number of individuals in the SBAP/SBO programs varies from 0-37 depending on the particular state. The average SBAP operates with a staff of three.



### Program Budgets

SBAP/SBO/CAP budgets range from \$0 to \$2,000,000. About 98% of the programs operate with budgets of about \$200,000.



## Steering the Future of the SBEAPs

In 1995, the SBEAPs formed a Steering committee to help encourage better communication around the country between the state programs and EPA.



One representative and an alternate from each EPA region serves on the Steering Committee. Committee representatives participate in monthly conference calls, serve as conduits for information to other assistance providers in the region, and act as focal points of contact to disseminate information to and from the SBEAP service providers. The Steering Committee provides a vehicle for identifying and resolving problems faced by the SBEAPs.



### EPA Small Business Division Office of Policy, Economics & Innovation

This Division within EPA houses the National Small Business Ombudsman for EPA. The SBO represents small businesses and acts as a key link between the state programs and the agency.

**Karen V. Brown**

**1-800-368-5888**

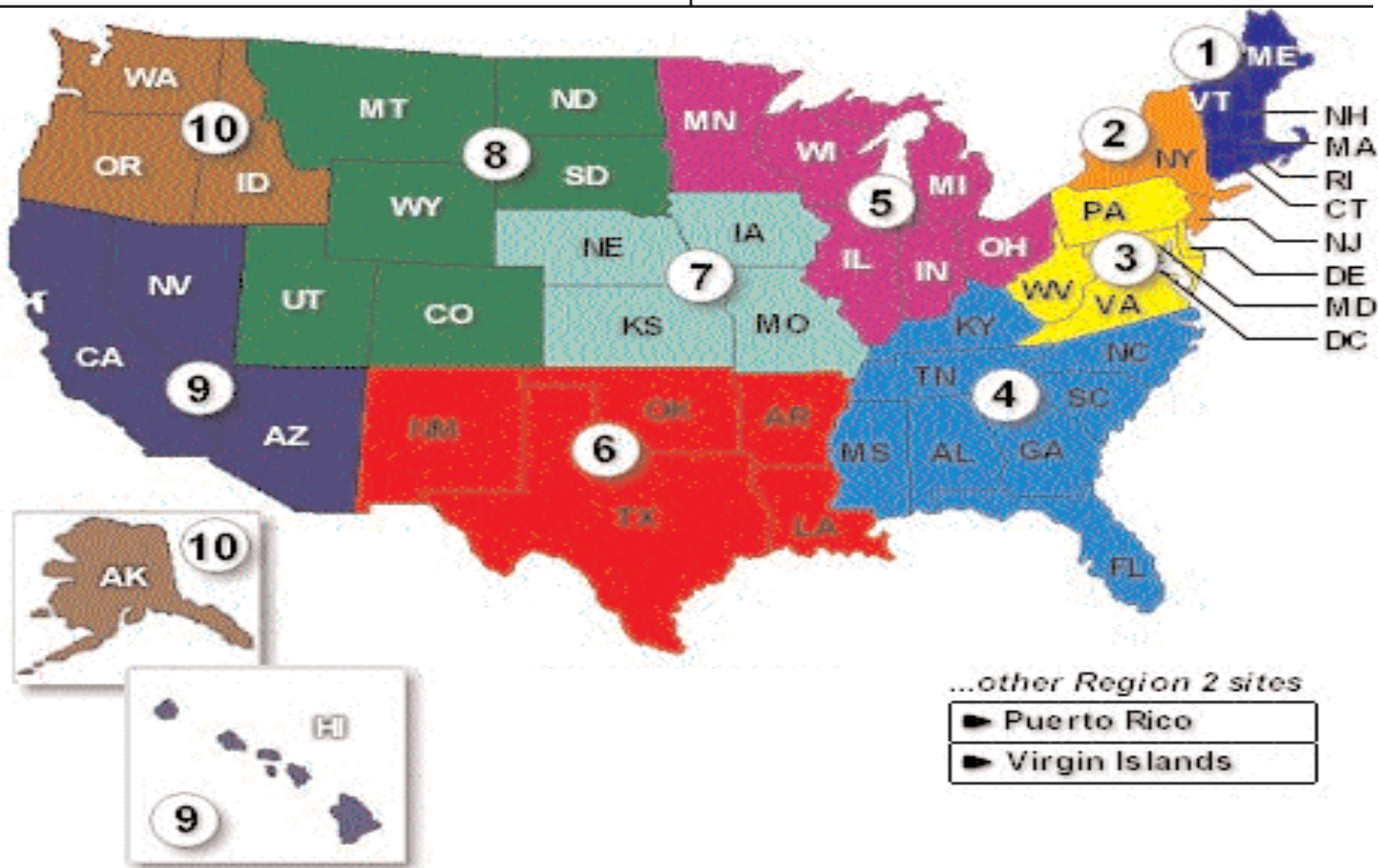
**[brown.karen@epa.gov](mailto:brown.karen@epa.gov)**

## 2006 Steering Committee Representatives and Alternates

- Region 1: Judy Mirro (VT)  
Rudy Cartier (NH)
- Region 2: Ky Asral (NJ)  
Maria Rivera (PR)
- Region 3: Richard Rasmussen (VA)  
Terry L. Polen (WV)
- Region 4: Kenya K. Stump (KY)  
Lee Tate (GA)
- Region 5: Annette Fulgenzi (IL)  
Rick Carleski (OH)
- Region 6: Kyle Arthur (OK)  
Darren Morrissey (AR)
- Region 7: Cathy Colglazier (KS)  
Nancy Larson (KS)
- Region 8: Nick Melliadis (CO)  
Dan Clark (WY)
- Region 9: Terrell Ferreira (CA)  
No Alternate Designated
- Region 10: Linda Hayes-Gorman (OR)  
Sally Tarowsky, (ID)

**Chairman: Ron Dyer (ME)**  
**[ron.e.dyer@state.me.us](mailto:ron.e.dyer@state.me.us)**

**Vice Chairman: Dan Nickey (IA)**  
**[nickey@uni.edu](mailto:nickey@uni.edu)**





## 2005-06 SBAP/SBO National Steering Committee

### Chair: Ron Dyer

Department of Environmental Protection  
Office of Innovation and Assistance  
Station 17  
State House  
Augusta, ME 04333  
207/287-4152  
207/287-2814 (F)  
[ron.e.dyer@state.me.us](mailto:ron.e.dyer@state.me.us)

### Co-Chair: Dan Nickey

Iowa Waste Reduction Center  
University of Northern Iowa  
1005 Technology Parkway  
Cedar Falls, Iowa 50613  
319/273-8905  
319/268-3733 (F)  
[nickey@uni.edu](mailto:nickey@uni.edu)

Region	Representative	Alternate
1	<p><b>Judy Mirro</b> Small Business Compliance Assistance Program VT DEC Environmental Assistance Division Laundry Building 103 South Main Street Waterbury, VT 05671 802/241-3745 802/241-3273 (F) 800/974-9559 (state) <a href="mailto:judy.mirro@anr.state.vt.us">judy.mirro@anr.state.vt.us</a></p>	<p><b>Rudy Cartier</b> Air Resources Division Department of Environmental Services 6 Hazen Drive Concord, NH 03301-2033 603/271-1379 603/271-1381 (F) 800/837-0656 (state) <a href="mailto:rcartier@des.state.nh.us">rcartier@des.state.nh.us</a></p>
2	<p><b>Ky Asral</b> Small Business Assistance Program Manager NJDEP/SBAP P.O. Box 423 Trenton, NJ 08625-0423 609/292-3600 609/777-1330 (F) 877/753-1151 (state) <a href="mailto:asral@dep.state.nj.us">asral@dep.state.nj.us</a></p>	<p><b>Maria Rivera</b> PREQB - SBAP Coordinator HC 91, Box 9197 Vega Alta, PR 00692 787/767-8181 x2721 787/620-9554 (F) <a href="mailto:pr_sbap@hotmail.com">pr_sbap@hotmail.com</a></p>
3	<p><b>Richard Rasmussen</b> VA Department of Environmental Quality PO Box 10009 Richmond, VA 23240 804/698-4394 804/698-4264 (F) <a href="mailto:rgrasmussen@deq.virginia.gov">rgrasmussen@deq.virginia.gov</a></p>	<p><b>Terry L. Polen</b> Small Business Ombudsman West Virginia Dept of Env. Protection 10 McJunkin Road Nitro, WV 25143 304/759-0510, Ext. 341 <a href="mailto:tpolen@wvdep.org">tpolen@wvdep.org</a></p>
4	<p><b>Kenya K. Stump</b> Kentucky Business Environmental Assistance Program 227 Gatton College of B and E Lexington, KY 40506-0034 900/562-2327 859/3232-1907 (F) <a href="mailto:ckeny2@email.uky.edu">ckeny2@email.uky.edu</a></p>	<p><b>Lee Tate, PE</b> Georgia SBAP DNR/EPD 4244 International Parkway, Ste 120 Atlanta, GA 30354 404/362-4854 404/363-7100 (F) <a href="mailto:lee_tate@mail.dnr.state.ga.us">lee_tate@mail.dnr.state.ga.us</a></p>
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# Office of Small and Disadvantaged Business Utilization

The Office of Small and Disadvantaged Business Utilization (OSDBU), under the supervision of the Director, is responsible for developing policy and procedures implementing the functions and duties under sections 8 and 15 of the Small Business Act as amended by Public Law (P.L.) 95-507 (October 24, 1978) and P.L. 100-656 8(a) Reform Act. The Office develops policies and procedures implementing the provisions of Executive Orders 11625, 12432 and 12138 and is responsible for developing policies and procedures for implementing the requirements of Section 105(f) of P.L. 99-499 and Section 129 of P.L. 100-590. Additionally, OSDBU establishes policy, guidance and assistance to small and disadvantaged businesses in rural areas and other socioeconomic groups. The Office furnishes information and assistance to the Agency's field offices for carrying out related activities, and represents EPA at hearings, interagency meetings, conferences and other appropriate forums on matters related to the advancement of business enterprises.

## Direct Procurement Program

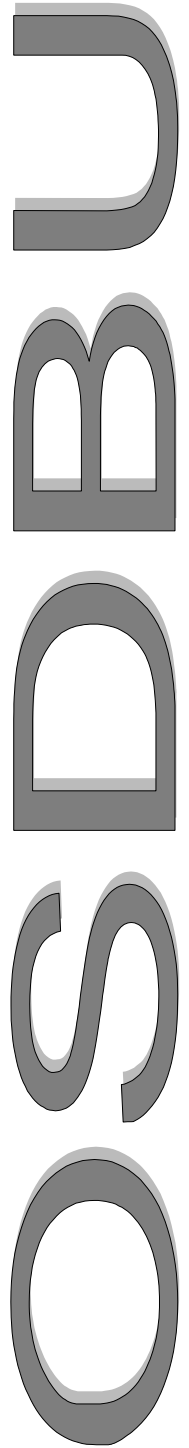
### DESCRIPTION

The Office develops, in collaboration with the Director of the Office of Acquisition Management, Office of Administration and Resources Management, Office of Administration and Resources Management, and EPA senior-level officials, programs to stimulate and improve the involvement of small business, minority business, labor surplus areas and women-owned business enterprises in the overall EPA procurement process. OSDBU monitors and evaluates Agency performance in achieving EPA goals and objectives in the above areas, and recommends the assignment of EPA Small Business Representatives to assist designated Procurement Center Representatives of the Small Business Administration to carry out their duties pursuant to applicable socioeconomic laws and mandates.

### ACTIVITIES

- ◆ Develops policy and procurements impacting socioeconomic businesses
- ◆ Establish and monitor goals for:
  - Direct Procurement**
    - ☞ Small Business
    - ☞ 8(a) Business
    - ☞ Small Disadvantaged Business
    - ☞ Women-Owned Small Business
    - ☞ HUBZone Business
    - ☞ Service Disabled Veteran-Owned
  - Subcontracting**
    - ☞ Small Business
    - ☞ Small Disadvantaged Business
    - ☞ Women-Owned Small Business
    - ☞ HUBZone Business
    - ☞ Service Disabled Veteran-Owned
- ◆ Compile, collect and assemble statistical data on socioeconomic programs
- ◆ Mentor-Protégé Program
- ◆ Subcontracting Reviews and Approvals
- ◆ Outreach Efforts (Economic Development Programs for Selected Urban Centers)
- ◆ Education Training Program (Co-sponsorships with Workshops, Seminars and Trade Fairs) Provides technical and management assistance to small, disadvantaged business enterprises and women-owned entities, Alaskan Indian/American Natives, HACUs, HBCUs and MIs
- ◆ Liaison with Trade Associations, Business Organizations, and Federal Agencies, including: Small Business Administration, Minority Business Development Agency of Department of Commerce, Office of Federal Procurement Policy, OMB, Congress, General Services Administration, on Socioeconomic matters

## Assistance to Minority and Women-Owned Business Program



**Under Agency Financial Assistance Programs**  
(Grants and Cooperative Agreements)

**DESCRIPTION**

The Office is responsible for assuring that small, minority, women-owned and labor surplus are firms are given the opportunity to receive a “fair share” of subagreements during the procurement phase of certain types of financial assistance awarded by the Agency. OSDBU develops policies and procedures to aid these business entities with the assistance of the Grants Administration Division, Office of Administration and the Grants, Contracts and General Law Division, Office of General Counsel. Additionally, OSDBU is responsible for the collection of data and for monitoring the effectiveness of the program and serves as the principal focal point between EPA and the Minority Business Development Agency of the U.S. Department of Commerce.

**ACTIVITIES**

- ◆ Develops and monitors policy and procedures
- ◆ Regions establish “Fair Share” objectives with recipients of financial assistance
- ◆ Recipients report to delegated States or to Regional Offices
- ◆ EPA reports data to the Cabinet Council for Commerce and Trade through the Minority Business Development Agency
- ◆ Provides technical and management assistance to minority and women-owned businesses
- ◆ Provides Regional technical, management assistance and support
- ◆ Compile, collect, analyze and assemble data on DBEs, HBCUs and IAGs
- ◆ Provides reports on financial assistance program to various entities, including Congress

**MBE/WBE COORDINATORS**

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III	Romona McQueen	DE, DC, MD, PA, VA, WV	(215) 814-5155
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VI	Debra Bradford	AR, LA, NM, OK, TX	(214) 665-7406
VII	Chester Stovall	IA, KS, MO, NE	(913) 551-7549
VIII	Marshall Pullman	CO, MT, ND, SD, UT, WY	(303) 312-6862
IX	Joe Ochab	AZ, CA, HI, NV, AS, GU	(415) 972-3714
X	Valerie Badon	AK, ID, OR, WA	(206) 553-1141
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OSDBU has a site on the Internet of general information and publications for small businesses interested in doing with EPA. Our WEB address is: <http://www.epa.gov/OSDBU>. You also can register you company in our Small Business Vendor Profile System at: <http://cfpub.epa.gov.sbvps>.

The Office of Small and Disadvantaged Business Utilization (OSDBU) has a **OUTREACH CENTER** for small, minority and women-owned firms in concert with Howard University's Small Business Development Center. The services of the Outreach Center are designed to enabled developing, emerging and startup firms to strengthen their competitive position in the EPA marketplace. A few other services are available: (NO FEE is required except for special sessions when neither a celebrity consult is engaged or a site cost is encumbered. Hours of operations are 9:00 am until 4:00 pm, you can call for an appointment at (202) 564-4584.



# REQUEST FOR PUBLICATIONS

Small Business Division (SBD)

JAN 2006

**EPA USE ONLY** Small Business \_\_\_\_ Asbestos \_\_\_\_

INQ. NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ FILLED BY: \_\_\_\_\_ DATE FILLED: \_\_\_\_\_

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**PUBLICATIONS REQUESTED (Circle the Corresponding Alpha-Numeric Codes below):**

Alpha-numeric codes refer to publications described in "Information For Small Business," available from OSBO upon request.

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A- 8	B-13	C-20	C-64	C-98	D-13	E-24	E-56	F-15	H- 8	I- 9	I-43	K- 6	K-44	
A- 9	B-14	C-21	C-65	C-99	D-14	E-25	E-57	F-16	H- 9	I-10	I-44	K- 8	K-45	
A-10	B-15	C-28	C-66	C-100	D-15	E-26	E-58	F-17	H-10	I-11	I-45	K- 9	K-46	
A-11	B-16	C-31	C-67	C-101	D-16	E-27	E-59	F-18	H-11	I-12	I-46	K-10	K-47	
A-12	B-17	C-32	C-68	C-102	D-17	E-28	E-60		H-12	I-13	I-47	K-11	K-48	
A-13	B-18	C-35	C-69	C-103	D-18	E-29	E-61	G- 1	H-13	I-14	I-48	K-13	K-49	
A-15	B-19	C-36	C-70	C-104	D-19	E-30	E-62	G- 2	H-14	I-15	K-14	K-51		
A-16	B-20	C-37	C-71	C-105	D-20	E-31	E-63	G- 3	H-15	I-16	J- 1	K-15	K-52	
A-17	B-21	C-38	C-73			E-31S	E-65	G- 4	H-16	I-17	J- 2	K-16	K-53	
A-18	B-22	C-39	C-75		E- 1	E-32	E-66	G- 5	H-17	I-18	J- 3	K-19	K-54	
A-20	B-23	C-40	C-76		E- 2	E-33	E-67	G- 6	H-18	I-19	J- 4	K-20	K-55	
A-21	B-24	C-41	C-77		E- 3	E-34	E-68	G- 7	H-19	I-20	J- 6	K-21	K-56	
A-22	B-25	C-42	C-80		E- 4	E-36	E-69	G- 8	H-20	I-21	J- 7	K-22	K-57	
A-23	B-26	C-43	C-81		E- 5	E-40	E-70	G- 9	H-21	I-22	J- 8	K-23	K-58	
A-24	B-31	C-44	C-82		E- 6	E-41	E-71	G-10	H-22	I-23	J- 9	K-28	K-59	
A-25		C-45	C-83		E- 7	E-42	E-72	G-11	H-23	I-24	J-10	K-29	K-60	
	C- 1	C-47	C-84	D- 1	E- 8	E-43	E-73	G-12	H-24	I-25	J-11	K-30	K-61	
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B- 4	C- 8	C-53	C-89	D- 6	E-12	E-47	F- 3	G-16		I-29	J-15	K-34	K-65	
B- 5	C- 9	C-54	C-90	D- 7	E-13	E-48	F- 5	G-17	I- 1	I-31	J-16	K-36	K-66	

**Mail to:**  
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