



Small Business Ombudsman UPDATE



United States Environmental Protection Agency
Washington, DC 20460

Small Business Division Publication
National Hotline 800-368-5888

July 2004
www.epa.gov/sbo

INSIDE

Page

SBD Contacts and Functions	2
Ongoing SBD Activities	3
SB Strategy Implementation	5
Pesticide Regis. Improv. Act	6
SB Paperwork Relief Update	7
EPA Regulatory Agenda	9
Benchmarking Study	10
National CAP Activities	11
Documenting Env. Mgt. Plan	12
SBO/SBAP Award Winners	13
2005 SBO/SBAP Conference	15
Upcoming Events	16
Frequently Requested Pubs	17
SB Env. Home Page	18
Energy Star	21
SBIR	22
EPA's Draft Report on Env.	23
TRI Data	23
E-Rulemaking	24
MACT Tools	25
Chemical Accident Prevention	29
Clean Air Act (CAA)	31
Clean Water Act (CWA)	32
Drinking Water Act (SDWA)	33
Hazardous Waste (RCRA)	38
Brownfields Act	41
Right to Know (EPCRA)	42
Toxic Substance (TSCA)	44
SBA by Numbers	45
Six Key Aspects/SBREFA	47
Penalty Reduction Policies	49
Q & As SB Compliance Policy	50
Compliance Asst. Centers	53
EPA Web Sites & Hotlines	55
EPA SB Regional Liaisons	56
EPA SB Program Contacts	57
State SB Asst. Programs	61
State SB Contacts	63
Sector Strategies	66
P2 Program Contacts	67
Procurement Contacts	69
Order Form	71

Successful Networks and Partnerships in Action!

I am pleased to announce that the annual SBO/SBAP National Conference held this past June in Sacramento, California, hosted by Sacramento County's Business Environmental Resource Center, was a huge success! The Conference was an outstanding example of successful networks and partnerships in action, with participants working together and focusing their combined energy on exploring multiple opportunities for helping the small business community.

We should all be very proud of the way our Nation's small business assistance programs have expanded and matured since our very first meeting in November 1993. By working together through successful networks and partnerships, state small business assistance programs are now providing help to over 1,000,000 small businesses each year; compare that to 75,000 small businesses that were helped in 1995, the first year we tracked results. What is even more amazing is that these programs have accomplished this with very limited resources.

We have accomplished much since that first meeting, but there is still a lot to do. For my part, I will continue to focus the majority of my Agency resources on supporting these networks and partnerships as we continue "Opening Doors for America's Small Businesses." I invite you to read through this issue of the *Update* to learn more about how EPA and our partners are helping small businesses succeed while also protecting the environment.

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.

SMALL BUSINESS DIVISION
Small Business Ombudsman Regulatory Assistance and Outreach Program

<u>FTE Employees:</u>	<u>Title</u>	<u>Contact #</u>
Karen Brown	Division Director & Small Business Ombudsman	202-566-2816
Joyce Billious	Secretary	202-566-2813
Elsa Bishop	Program Analyst	202-566-2814
Bridgette Dent	Program Assistant	202-566-2819
Daniel Eddinger	Program Analyst	202-566-2820
Angela Suber	Program Analyst	202-566-2827
Earl Russell	Summer Intern	202-566-2831
Catherine Tunis	Regulatory Impact Analyst	202-566-2830

Senior Environmental Employees (SEEs):

Howard Boddie	Computer Specialist	202-566-2815
Louis Goss	Pharmaceutical Chemist/Asbestos	202-566-2817
James Malcolm	Chemical Engineer, Toxic Substances and Haz Mat	202-566-2821
Esther McCrary	Senior Secretarial Support Staff	202-566-2824
Tom Nakley	Civil Engineer, CWA, SDWA and Asbestos	202-566-2826
Larry Tessier	Civil Engineer, Asbestos, Radon, and Lead	202-566-2829

Major Functions/Products:

- Serve as a port of entry for small businesses to EPA
- Advocate for small business regulatory issues and relief inside EPA
- Coordinate small business issues with program offices, regions, and states
- Focus on Asbestos regulatory requirements/handle questions and complaints
- Operate and maintain a Small Business hotline that averages 1,100 calls per month
- Participate on regulatory development workgroups representing small business interests
- Prepare semi-annual Newsletter that reaches over 20,000 internal and external customers
- Organize meeting with the Deputy Administrator and Small Business Trade Associations
- 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 Regional Liaison Conference
- Develop guidance and policies for small businesses
- Resolve disputes between small businesses and EPA dealing with policies and regulations
- Distribute small business publications, regulations, guidance, and tools

Customers:

- Small Businesses/Small Business Trade Associations
- State Small Business Ombudsmen and Technical Assistance Programs
- EPA senior managers, media offices and agency staff, EPA regions and states offices
- Individual citizens
- EPA Deputy Administrator
- Congressional representatives and staff, Governors, Environmental Counsel of States (ECOS)
- Assistance providers, i.e., EPA Compliance Centers, Pollution Prevention Programs (P2), Small Business Development Centers (SBDCs), Manufacturing Extension Partners (MEPs)

Small Business Ombudsman Toll Free Hotline 800-368-5888/Local 202-566-2855
Main Line 202-566-2822 FAX Number 202-566-2848

Ongoing Small Business Division Activities to Better Serve You

- ◆ **EPA Deputy Administrator Meetings** -- Facilitating meetings between the EPA Deputy Administrator, senior management, and industry to give the Agency an opportunity to hear first hand about the concerns of small businesses, and ensuring that program offices follow-up on issues raised at the meetings. The last meeting was held on March 30, 2004, and the next one will be planned for September 2004.
- ◆ **SBO/SBAP National Conference** – Providing support for the annual SBO/SBAP National Conference along with the Office of Air Quality Planning and Standards. The 2004 Conference was held in Sacramento, California, June 2-5, and was hosted by Sacramento County’s Business Environmental Resource Center. The Conference was a huge success. These annual conferences provide an opportunity for state small business assistance providers, compliance advisory panel members, trade association representatives, EPA and other agencies staff, to learn and share information about helping the small business community. The 2005 Conference is planned for Biloxi, Mississippi and will be hosted by the Mississippi Department of Environmental Quality.
- ◆ **Report to Congress on the Status of the State 507 Programs** – Publishing the *Periodic Report on the Status of the State 507 Programs* and distributing it to over 5,000 small business constituents. We are currently working on the next Report to Congress on the Status of State Small Business Assistance Programs that compiles 2002 and 2003 state data. We have also completed revisions to renew the Information Collection Request (ICR) for this activity and will submit it to OMB for review. Contact: **Daniel Eddinger**, 202/566-2820
- ◆ **Small Business Paperwork Relief Act** – Serving as the Agency Point of Contact for the Small Business Paperwork Relief Act, which requires Federal agencies to address five very different requirements: annually publish a list of compliance assistance resources; establish an agency points of contact as liaison for small business concerns; “make efforts to further reduce information collection burden for small business concerns with fewer than 25 employees;” participate in an Interagency Task Force to study the feasibility of streamlining requirements for the collection of information and strengthening dissemination of information; submit a report to Congress on the number of enforcement actions taken with civil penalty information.
- ◆ **Small Business Strategy Implementation Plan** – Leading an Agency workgroup to implement the Small Business Strategy, which was signed by the Administrator on June 27, 2003. The Implementation Workgroup is divided into several subgroups to address the four Strategy elements: Advocacy, Regulatory Development, Tools & Resources, and Environmental Leadership. The Workgroup has been working hard for the last year and will soon have an Implementation Plan in place for the Agency.

- ◆ **Benchmarking Environmental Performance** – Supporting benchmarking environmental performance through a grant with the National Center for Manufacturing Sciences (NCMS). The NCMS Benchmarking team is working with several trade associations and SBD to develop benchmarking tools that apply to the environmental performance of a variety of small business industry sectors: printed wiring boards, metal casting, and printing.
- ◆ **National Compliance Advisory Panel (NCAP)** – Supporting the NCAP, which works with the SBO/SBAP National Steering Committee and serves as advisors to the state Small Business Assistance Programs about small business concerns or issues in the respective members’ regions. The NCAP also helps to organize the Compliance Advisory Panel (CAP) training that each offered each year at the SBO/SBAP National Conference. Contact:
- ◆ **Small Business Ombudsman Hotline** – Continuing to respond to over 15,000 calls on the Small Business Ombudsman Hotline throughout the year.
- ◆ **SBO Quarterly News Alert** – Issuing a fall, winter, spring, and summer electronic newsletter as a means to give State Small Business Assistance Programs and EPA regional Small Business Liaisons an opportunity to share success stories and information about small business activities in their states or regions.
- ◆ **Small Business Environmental Homepage** (www.smallbiz-enviroweb.org) – Supporting the Home Page, which provides state small business assistance programs and others in the small business community with access to environmental compliance and pollution prevention information focused on small business. The Home Page includes web site links, publications and fact sheets, videos, news and events, surveys, databases, contacts, and other resources in the areas of small business assistance, environmental compliance, performance measurement, pollution prevention, industry sectors, and financial assistance.
- ◆ **Performance Measurement and Logic Modeling** – Participating in activities that will help to better enable SBD to continuously improve its small business program and help the state programs to more effectively measure the results of compliance assistance to small business.
- ◆ **Best Management Practices (BMPs)** – Developing BMPs that will help small businesses find information on practices that are good for their businesses and good for the environment. Each BMP compiles available information from a number of federal, state, trade association, university, and other web sites. The BMPs will be made available through the “smallbiz” website. Currently, the draft BMPs are designed for the Dry Cleaners, Printers, Marinas, Furniture Refinishing, Retail, Service Stations, Machine Shops, Health Care, Hotels, and Bakery industry sectors.

Please contact **Karen V. Brown** at (202) 566-2816 or via e-mail at brown.karen@epa.gov if you have any suggestions for additional projects to help the state small business programs and better serve the small business community. Thank you.

EPA SMALL BUSINESS STRATEGY **IMPLEMENTATION PLAN**



On June 27, 2003 EPA Administrator Christine Todd Whitman signed the final *EPA Small Business Strategy*. This concluded a three-year process, which involved all major EPA offices and regions, as well as states and other stakeholders.

The next step was to develop an Implementation Plan. To ensure awareness of the Strategy by senior management, and to develop participation and buy-in by all program and regional offices, the Implementation Plan was proposed as a Tier 2 level action. Because the Small Business Workgroup that developed the Small Business Strategy had worked well, was well-versed on the Strategy, and felt ownership, EPA offices were asked to maintain existing memberships if possible, and to add as appropriate.

The most recent version of the draft Implementation Plan was developed through the efforts of more than 40 EPA personnel from eight Program Offices and five regions. Four Subgroups were established and organized to address the four key elements of the Small Business Strategy: Strengthen the Agency's Small Business Advocacy Roles; Expand Small Business Involvement in the Regulatory Process; Evaluate and Develop Compliance Tools and Resources; and Promote Programs that Reward Environmental Leadership. The subgroups reported to the Agency-wide Small Business Workgroup, which is chaired by the Small Business Division (SBD) in the Office of Policy, Economics, and Innovation (OPEI).

The Subgroups were provided a format for developing and organizing their draft plans, which addressed the Objectives, Action Approach, Potential Limitations, Measures of Effectiveness, Resource Requirements, Lead Responsibilities, and Major Tasks and Milestones for each Strategic Plan element within their respective purviews. Virtually all of the plan elements addressed are already existent and to some degree operational within the Agency.

Each Subgroup developed recommendations for actions to implement the Strategy. The Subgroups also estimated resource requirements to implement the recommendations, and identified, as appropriate, lead offices for each action.

The Small Business Workgroup then prioritized the actions recommended by the subgroups. The Workgroup selected sixteen priority recommendations to implement the Small Business Strategy in the near term. These recommendations were prioritized based on expected outcome, feasibility and resource requirements.

The Small Business Workgroup established four overarching themes that provide a framework for the actions recommended to implement the Small Business Strategy. They are Assessment/Analysis, Communications/ Dialogue, Tools/Voluntary Programs, and Recognition/Awards. These overarching themes established a basis for categorization and prioritization of the recommendations put forth by the subgroups that addressed the various elements of the Small Business Strategy.

At a meeting of the Workgroup held on June 30, 2004, the members agreed on the format that will result in a final document that can be submitted for the formal Final Agency Review (FAR) process in September, 2004. It is important to note that during the past year since the EPA Small Business Strategy was signed, most of the implementation actions have been ongoing while waiting for formal adoption of the overall Implementation Plan by the Agency's Senior Management.

The final *Small Business Strategy* is available at:
http://www.smallbiz-enviroweb.org/html/pdf/Strategy_Final_062303.pdf

Contact: **Elsa Bishop**, 202/566-2814

7/8/04

The Pesticide Registration Improvement Act: Small Business Implications

On January 23, 2004, President Bush signed the Consolidated Appropriations Act of 2004. This Act established a new registration service fee system for applications for pesticide registration and amended registration. Under this system, fees are now charged for covered applications received by the Agency. EPA is required to make a determination on the application within specified decision time review periods. The goal of the new statute, called the Pesticide Registration Improvement Act (PRIA), is to create a more predictable evaluation process for affected pesticide decisions and to couple the collection of individual fees with specific decision review periods. The statute also promotes shorter decision review periods for applications that qualify for reduced-risk status. The fee system is authorized until September 30, 2010, although the decision times under the system do not apply to applications received after September 30, 2008. The statute also extends the Agency's authority to collect pesticide registration maintenance fees for another five years.

A critical component of PRIA is a change in the small business definition under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). Under the new statute, a company can qualify as a small business if it employs 500 employees or fewer, and the company, as well as its affiliates, has global gross revenues from pesticides that do not exceed \$60,000,000. Previously, the employee threshold had been set at 150 employees, and the revenue threshold had been set at \$40,000,000 from sales of chemicals. Companies that meet the new small business definition receive a waiver of 50 percent of the applicable registration service fee. If a company meets the small business definition and their annual gross global revenues from pesticides are less than \$10,000,000, the entire registration service fee will be waived. With either the 50 percent or 100 percent waiver, the company's application is still subject to the applicable decision time review periods. Under the statute, the fee waiver provisions do not apply to the annual maintenance fee payments.

For an application to be deemed complete and subject to the decision review periods, a registrant is required to pay the applicable fee or receive a waiver from the fees. For most applications, the decision review period starts 21 days after submission of the application – provided it includes the applicable fee and all the necessary forms, labeling and documents certifying payment of the fee. If the registrant requests a waiver or reduction of the fee, the Agency has 60 days to review the request. If a full waiver is granted, the decision time review period begins on the date the full waiver is granted. If a partial waiver or fee reduction request is granted, the decision time review period begins when the correct payment amount is received. If a waiver or fee reduction request is denied, the decision time review period begins when the full payment is received.

To assist the public in understanding and complying with the new statute, the Agency has created a Web site dedicated to implementation of PRIA: <http://www.epa.gov/pesticides/fees>. Questions regarding the new statute can be submitted to service.fees@epa.gov.

Contact: Karen V. Brown, Director, Small Business Division, 202-566-2816, brown.karen@epa.gov

Small Business Paperwork Relief Act of 2002

Fact Sheet and Implementation Status

July, 2004 Update

The Small Business Paperwork Relief Act (SBPRA) was passed by the 107th Congress in 2002 as H.R.327. It requires Federal agencies to take several steps to make it easier for businesses to find information needed to comply with certain Federal requirements and it establishes an interagency task force to examine collection and dissemination of information. SBPRA amends Federal law (U.S.C. 44, Chap. 35) to impose five very different requirements on Federal agencies. Below is a summary of each requirement, and the status of how the U.S. Environmental Protection Agency (EPA) is addressing that requirement.

Requirement 1: *Annually publish a list of compliance assistance resources in the Federal Register and on the web.* The Small Business Administration (SBA) compiled the first annual list by Agency, that the White House Office of Management and Budget (OMB) published it in the *Federal Register* on June 27, 2003, pp. 38525-38556. (http://www.whitehouse.gov/omb/fedreg/062703_compliance_assistance.pdf) EPA's 2004 annual list was prepared by EPA's Small Business Division with help from the Office of Enforcement and Compliance Assurance (OECA) and sent to SBA on April 22, 2004. OMB published this information in the *Federal Register* on June 28, 2004, pp. 36107-36138. EPA's information can be found on pages 36127-8.

Requirement 2: *Establish an agency point of contact as liaison for small business concerns.* Karen V. Brown, Small Business Ombudsman and Director of the Small Business Division, is EPA's Agency Point of Contact. This appointment was published in the *Federal Register* on June 27, 2003, pp. 38525-38556 and on June 28, 2004, pp. 36107-36138.

Requirement 3: *"Make efforts to further reduce information collection burden for small business concerns with fewer than 25 employees."* EPA's Small Business Division is working with other parts of the Office of Policy, Economics, and Innovation, the Office of Environmental Information (OEI), and others to review the context of this section and identify and develop the best approaches for EPA to take across the Agency to make efforts to further reduce the paperwork burden.

Requirement 4: *Interagency Task Force to study the feasibility of streamlining requirements with respect to small business concerns about the collection of information and strengthening dissemination of information.* The Task Force is led by OMB. The Task Force has already met and completed its first set of tasks:

- 1) identify ways to integrate information collection across agencies so that small businesses can submit all required information to one point of contact, in single format, with synchronized reporting;
- 2) look at feasibility and benefits of publishing a list of the "collections of information

applicable to small business concerns” by NAICS code, sector, or other manner; and
3) look at savings and make recommendations for electronic submissions (reporting), and interactive reporting systems.

The Task Force produced a draft report on these three tasks that was published by OMB in the *Federal Register* on May 9, 2003, pp. 25165-25186 for public comment. The final report on the first three tasks was published June 28, 2003 at <http://www.whitehouse.gov/omb/inforeg/sbpr2003.pdf>. The Task Force was then organized to take on three additional tasks:

- 4) make recommendations to improve electronic dissemination of reporting information;
- 5) make recommendations to develop an interactive Government-wide internet-based system to allow each small business to better understand and comply with applicable Federal requirements; and
- 6) consider coordinating with States and Agency points of contact.

EPA representatives on the Task Force to address these last three tasks are Kim Nelson, Assistant Administrator, OEI, Jay Benforado, Director of the National Center for Environmental Innovation, Jim Edward, Director of the Compliance Assistance and Sector Programs Division in OECA, and Karen V. Brown. The Task Force, led by SBA’s Office of Advocacy, held a public outreach meeting on February 9, 2004 to receive feedback on what types of information and formats of receiving information are most valuable. This feedback and the interagency work now underway for the Business Gateway and E-forms initiative informed the work of the Task Force on these final tasks. The Draft Report of the Task Force was published in the *Federal Register* on May 5, 2004, pp. 25147-25157, for public comment. The Task Force final report was published on June 28, 2004 at <http://www.whitehouse.gov/omb/inforeg/sbpr2004.pdf>.

***Requirement 5:** Each agency shall submit a report to Congress on the number of enforcement actions taken with civil penalty, the number of enforcement actions taken with civil penalty against small entity, the number of enforcement actions as above where the penalty was reduced or waived, and the total dollar value of any reductions. This report shall be made for the year ending September 30, 2003, due on December 31, 2003, and the year ending September 30, 2004, due on December 31, 2004.* OECA led an EPA workgroup that prepared and submitted the report to Congress for the year ending September 30, 2003 with explanations of how the enforcement programs operate so readers can better understand the data. It is expected that a similar workgroup will be formed to prepare the FY 2004 report.

You can find the SBPRA text and the US Code through the THOMAS web site, <http://thomas.loc.gov/>.¹ EPA’s point of contact for the SBPRA is Karen V. Brown, 202-566-2816, brown.karen@epa.gov. For more information or to offer comments, contact **Catherine Tunis** at 202-566-2830 or tunis.catherine@epa.gov.

¹THOMAS is the official web site of the US Library of Congress. It is an excellent source of information on the status and text of bills, both in process and passed, contact information for your Senators and Representatives, and links to other government information.

EPA REGULATORY AGENDA – June 28, 2004

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 June, 2004 Agenda lists the following **nine rules** as triggering the SBREFA process:

- Control of Emissions of Air Pollution from Nonroad Diesel Engines and Fuel
- Phase I (FIP) to Reduce the Regional Transport of Ozone in the Eastern United States
- Control of Emissions from Highway Motorcycles
- Lead-based Paint Activities; Voluntary Program for Renovation and Remodeling
- Lead-based Pain Activities; Abatement Amendments for Renovation and Remodeling
- Effluent Guidelines and Standards for the Construction and Development Industry
- 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 June Agenda also lists **405 rules** that will **not** trigger the SBREFA process, but which may affect small entities, including 32 NESHAPs. Due to the large number, all are not listed here. **The Small Business Division is currently tracking 84 rules that could impact small businesses.** Below are some of the major rules that we are currently tracking.

- FIFRA - Pesticides: 1) Management & Disposal; 2) Tolerance & Processing Fees; 3) Data Requirements (several); 4) Registration Review; 5) Registration Requirements
- TSCA – Chemical Right-to-Know
- EPCRA – Amendments to EPCRA (Sara Title III)
- EPCRA – TRI: 1) Chemical Expansion; 2) Mandatory P2 Reporting; 3) Chemical List Review
- RCRA – Revision to Definition of Solid Waste
- RCRA – Burden Reduction
- CWA – Definition of Waters of the US
- CWA – NPDES Streamlining Rule
- CWA – SPCC Rule

In addition to the above-listed actions, the Agenda includes a list of **nine rules** 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. The nine rules listed for 610 review are:

- Land Disposal Restrictions Phase III: Decharacterized Wastewaters, Carbamate Wastes, and Spent Potliners
- Land Disposal Restrictions Phase II: Universal Treatment Standards, and Treatment Standards for Organic Toxicity Characteristic Wastes and Newly Listed Wastes
- Lead: Requirements for Lead-based Paint Activities in Target Housing and Child-Occupied Facilities
- Worker Protection Standards for Pesticides
- Sewage Sludge Round 1
- Emission Standards for New Nonroad Spark-Ignition Engines at or Below 19 Kilowatts
- Fuels and Fuel Additives Registration Regulations
- NESHAP: Petroleum Refineries
- NESHAP: Secondary Lead Smelting

Contact: **Elsa Bishop**, 202/566-2814, bishop.elsa@epa.gov

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 printed wiring boards, metal casting, and printing.

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

Benchmarking Hurdles

- **Metrics:** identifying variables that affect environmental performance, selecting metrics that are commonly available, and finding broadly applicable and meaningful factors that account for differences in production volume
- **Confidentiality:** assurances, difficulties with anonymous results (e.g., no opportunity for follow-up)
- **Participation:** getting sufficient number of companies involved, finding incentives

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

Generate Valuable Products for the Association and Industry Participants

- **Summary Report:** A plain language summary report assembled from the statistical analysis that explains why and how to apply the benchmarking results.
- **Benchmarking Tool:** A “report card” generator with a user-friendly interface. This tool shows how well a company stacks up against its peers and the potential dollar savings associated with stepwise improvements in environmental performance.

Example: the Metal Finishing Industry

- **Sector Description**
 - General: number of facilities, captive vs. job, ownership, avg./median numbers of employees, locations, trade organizations
 - Similarities: regulations, types of emissions, energy needs, control systems, process steps, competition
 - Differences: facility size, number of employees, level of automation, age of facility, processes employed (e.g., chrome plating vs. anodizing), markets
- **Results:** To see the NCMS Benchmarking tool in action, visit <http://www.strategicgoals.org/03cards/card.cfm> and select among three types of individual facility reports or statewide summaries.

Contact: **Angela Suber**, at 202/566-2827

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.

NCAP Statement on Multi-Media Services - As small business owners/representatives, the NCAP strongly supports the concept of “one-stop-shopping” for small businesses and 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 is intended to express the NCAP support. 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.

NCAP Guidelines – The NCAP was established in 2001. Its original guidelines were fashioned after the guidelines of the SBO/SBAP National Steering Committee. Through the past three years, various situations have arisen which indicated that the guidelines did not adequately address the needs of the NCAP. Thus, a member was assigned to draft revisions which were thoroughly reviewed, discussed, and commented on by all members. Final revised NCAP Guidelines were approved during the NCAP meeting held in conjunction with the recent National Conference in Sacramento.

Congressional Outreach - In February of 2003, NCAP members met with congressional representatives and/or their staffs in Washington, DC. to increase awareness of the SBO/SBAP by high-ranking members of Congress and their staffs; to introduce to them representatives of the US small business community who strongly support and can attest to the benefits provided by the state SBOs/SBAPs; and to provide specific examples of direct assistance.

Members felt that this Congressional Outreach effort was extremely successful and that it significantly raised awareness of the state SBAPs, as well as provided the vehicle for establishing a direct line between actual small business owners and Congress. Shortly after these visits, Massachusetts re-established an SBO and an SBAP.

The NCAP has outlined a potential outreach initiative which would involve state CAPs and the NCAP to garner support for conversion to multi-media services and to seek additional funding, beyond emission fees, for the state SBAPs. Any efforts in this regard will be fully coordinated with the SBO/SBAP National Steering Committee.

2004 Annual CAP Training - The NCAP was very involved in developing and presenting the 2004 Annual CAP Training session held on Saturday, June 5 in Sacramento, California, again in conjunction with the Annual SBO/SBAP National Conference. Thirty-three participants, of which twenty were state CAP members, were provided background on the three program components, heard fellow CAP members discuss topics of interest, and participated in an interactive exercise to validate the goals of the NCAP to help the state SBAPs. The agenda for the annual CAP Training is developed in a collaborative effort between the NCAP and EPA’s Small Business Division, with various members of the NCAP participating as presenters.

NCAP News – NCAP members are very anxious to enhance their interaction with state CAP members in their respective regions. A couple of approaches have been tried which have proven unsuccessful, mostly due to obsolete contact information. With its next issue in September 2004, the NCAP regional representatives will start sending the newsletter to all – state CAP members, SBOs and SBAPs – in their respective regions.

The NCAP would also like to highlight activities undertaken by state CAPs and has created a new section in the NCAP News (“**State CAP Highlights**”) for that purpose. State CAPs are requested to provide input for future issues of the newsletter.

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. A poll of NSC representatives indicated that, while not all regions have regular conference calls, those that do would welcome participation by NCAP members. Please invite your NCAP regional representative to participate. This is another effort by the NCAP to establish more direct communication with state CAPs and SBAPs in their regions.

Documenting Your Environmental Management Plan

a Workbook for Small Business



- A New Publication -

Documenting Your Environmental Management Plan - A Workbook for Small Business (Workbook), produced by US EPA's Small Business Division, is now available! The Workbook is for small business owners who worry that what they don't know can hurt them and want to move away from "fire fighting" environmental issues. It shows them how to get to a proactive stance without disrupting their-day-to-day business operations. It will help them formalize environmental management activities while increasing productivity and lowering costs.

The Workbook allows the small business owner to get environmental management issues organized one step at a time. Each section includes an explanation of what needs to be done, worksheets to help the business owner complete the tasks, and examples of completed documentation from two hypothetical small businesses: a furniture refinishing company and a marina. The examples show how that portion of the environmental management plan (EMP) might look once it is done. Business owners who complete all the worksheets will be in a strong position to obtain environmental management system (EMS) certification or other outside recognition should they choose to.

The sections of the *Workbook* parallel a typical environmental management system approach:

- *Environmental Policy*: Its purpose, what elements it should have, and how to develop one.
- *Responsibilities*: Why everyone in the company needs to understand their environmental responsibilities, how to distinguish between critical and important ones, and how to document them.
- *Getting it Written Down – Environmental Manual*: A method to document what environmental activities are already being done, and how to find and address gaps to assure compliance.
- *Making Progress Over Time – Setting Goals*: How to set goals that are both realistic and inspiring.
- *Keeping Track of Information – Recordkeeping*: What records need to be kept; provides a sample master file list and explains a simple way to put files in order.
- *Keeping Track of Information – Document Control*: How to assign responsibility for and set up a system to keep key documents up to date and available.
- *Master Schedule of Reports, Notifications, and Permits*: How to set up a system so that these items are produced and filed with the appropriate authority in a timely way.
- *Communication*: How to develop a plan to communicate the environmental management plan within and outside of the business to enhance environmental efforts.
- *Training*: How to identify who needs training, what training they need, and how to keep track of the training program.
- *Keeping the EMP Alive and Well – Monitoring and Corrective Action*: How to make goals more powerful by linking them with targets, how to conduct audits and performance checks, and how to follow up on problems detected and prevent them from recurring.

The Workbook goes hand in hand with the *Practical Guide to Environmental Management for Small Business (Guide)*. The Guide describes a common sense process for improving the business's environmental management activities. The Workbook shows small business owners the steps to take while going through the process and provides a place to keep and organize all of the information they compile while doing it.

To obtain a copy contact:

US EPA, Small Business
Division Hotline at
1-800-368-5888
or Daniel Eddinger at
1-202-566-2820



Winners of the 2004 SBO/SBAP Environmental Stewardship Award and Small Business Assistance Program Recognition Award

The first annual SBO/SBAP Environmental Stewardship Awards and Small Business Assistance Program (SBAP) Recognition Award were presented at the 2004 SBO/SBAP National Conference in Sacramento. The Stewardship award recognizes small businesses and/or trade associations that have shown dedication and commitment to environmental stewardship. The SBAP award recognizes a state SBAP that has shown dedication and commitment to furthering small business assistance and environmental compliance through education and outreach. The 2004 award winners are:

Heilman Pavement Specialties, Inc.

Glenn Heilman, Vice President

Heilman Pavement Specialties is a small family owned (6 employees) and operated company located just north of Pittsburgh, PA. William (Bill) Heilman, founder and president of the company has been a producer, applier and innovator in the asphalt industry since 1956. The company developed the HEI-WAY technology to manufacture cold mix asphalt emulsion using water instead of oil and petroleum solvents. VOCs are significantly reduced, water pollution due to emulsion runoff is eliminated, old tires and crushed, non-asbestos brake linings are recycled as road materials along with old road pavements, all which, benefit the environment. Glenn Heilman has been involved with the SBO/SBAP since 1993 when first appointed to the PA CAP. He was CAP Chair from 1995-2001. He has been the National CAP Chair from 2001 to present, and is actively involved in congressional hearings to promote pollution prevention and the SBO/SBAP Programs. Glenn has participated in numerous trade association meetings promoting small business innovation using P2. He was instrumental in the development of ASTM standards for determination of volatiles in asphalt pavements, where previously there were no standards.

Alan Auto

Alan Prosser, Owner

In 1991, Alan Prosser made a commitment to achieve what he termed “zero environmental impact” from his Volvo service shop. Alan Auto continually commits to improve its business practices to protect the public and the environment, going beyond regulatory requirements. Some practices to reduce environmental impacts include vacuuming and abrasive blasting rather than using solvents for parts cleaning; lower ceilings in both the garage and pit area to reduce the amount of heat needed in the building; using waste oil and radiant floor heating; energy efficient lighting; and a comprehensive solid waste recycling. Alan Prosser mentors his employees to educate them regarding environmental improvements and recycling. Alan also provides mentoring and leadership to local

businesses, participating in meetings, educational opportunities and outreach. Alan is an active member of the PA CAP and has been influential in the development of the Clean Shop Guide developed by the Maine Department of Environmental Protection.

Northwest Automotive Trades Association

Deb Elkins, Executive Director

The Northwest Automotive Trades Association represents over 800 automotive repair shops in Oregon, Washington and Idaho, providing a strong voice in preserving the Pacific Northwest's environment. In addition to offering the traditional services to industry members such as frequent and regular association-wide communications on industry news, annual conferences and industry trainings, NATA also stewards two programs that assist their members reach above and beyond environmental compliance: the multi-media EcoBiz program and the Mercury Switch Out program. NATA actively recruits automotive recycling facilities and other businesses to participate in these programs. The Oregon DEQ and the Oregon Environmental Council report that without the participation of NATA in the program development, recruitment, marketing and recognition of their members, these programs would not have enjoyed the popular success that they have. NATA has become a crucial link between the regulatory agencies, the non-profits and industry to educate the public about the environmental impacts of operating an automotive repair shop.

Richard Rasmussen, Director

Virginia Small Business Assistance Program

Since the inception of the 507 Program, Richard Rasmussen has been instrumental in the development and promotion of the ombudsman and technical assistance programs. Richard is considered one of the founders of the National Steering Committee and sat at the table when the Committee was conceived. He has served as either a Steering Committee representative or alternate since 1994 and has been a member of various sub-committees ever since (usually more than one at a time). He has served as a mentor to his peers at the national, regional and local level and strives to keep the programs informed of upcoming national issues, his recent work on the 112® RMP updates is a great example. Locally, within Virginia, Richard strives to build a strong network of small businesses that he dedicatedly serves. He actively supported the local drycleaner associations, developed a loan fund to assist small businesses attain and go beyond compliance, developed numerous outreach materials, and organized a small business provider network, the VA Compliance Assistance Network, that supports small business. Richard's nomination was accompanied by endorsements from EPA Region III, and several other state programs as a "Mid-Atlantic" region nomination. Overall, Richard is a true champion of the SBO/SBAP Programs, always looking for an opportunity to advance the goals and visibility of the Program and to mentor yet, another newcomer.

For information about solicitations for the 2005 awards, contact Rosemarie Wilmoth, Awards Subcommittee Chair, 502-564-2150, x128, rosemarie.wilmoth@mail.state.ky.us

Contact: **Angela Suber, 202/566-2827**



2005 SBO/SBAP NATIONAL CONFERENCE BILOXI, MISSISSIPPI

We are planning to hold the 2005 SBO/SBAP National Conference, in June 2005 in Biloxi, Mississippi. The 2005 Conference Planning Committee has been formed and will meet this fall to outline and agenda and plan activities for the conference. You will have more detailed information about the agenda after the Planning Committee meets.

Please plan to attend this very exciting and informative conference that is designed to help the small business community with their efforts to understand and comply with environmental regulations. This is an annual event that you should not miss!

For more information about the conference contact, **Jesse Thompson, Mississippi Department of Environmental Quality, at (601) 961-5166 or via e-mail at jesse_thompson@deq.state.ms.us.**

Contact: **Angela Suber**, 202/566-2827

State 507 Small Business Assistance Programs Progress Report January to December 2001

Published in April 2004, the report details information about the activities, budgets, full time staff and organizational structure of the State Small Business Ombudsman and Small Business Assistance Programs in 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. In addition, two county programs, Maricopa County in Arizona and Jefferson County in Kentucky submitted data.

The State 507 Small Business Assistance Programs Progress Report is organized into an Executive Summary, four main sections and appendices. Within the report there are several break out areas, "Making a Difference", that highlight projects, workshops and events that present information and materials to better assist small business in improving their environmental performance. The report is intended to share with other programs, trade associations and small businesses the great work that the State 507 Programs are providing across the country.

Copies are available through the EPA Small Business Division by contacting **Daniel Eddinger** at (202 566-2820).

UPCOMING EVENTS

(SAVE THESE DATES AND MARK YOUR CALENDARS)

July 24, 2004 - July 25, 2004

*2004 Southern Drycleaners Show
Savannah, GA*

Contact Info: Southern Fabricare Association at 912-355-3364 or 877-707-7332

Web site: www.sefa.org/ E-mail: sefa.clnrs@worldnet.att.net

August 8, 2004 - August 11, 2004

*Water & Environment Federation Specialty Conference: Collection Systems 2004: Innovative Approaches to Collection Systems Management
Milwaukee, WI*

Contact Info: Water Environment Federation at 800-666-0206 or 703-684-2452

Web site: www.wef.org/conferences/

August 22, 2004 - August 25, 2004

*Water Environment Federation/Air & Waste Management Association 10th Annual Industrial Waste
Philadelphia, PA*

Contact Info: Water Environment Federation at 800-666-0206 or 703-684-2452

Web site: www.wef.org/conferences/IWTRC04_main_page.jhtml

August 30, 2004 - September 2, 2004

*The Mega Meeting
Washington, DC*

Contact Info: Air & Waste Management Association at 412-232-3444

Web Site: www.megasymposium.org/

September 28, 2004 - September 30, 2004

*Plastics USA 2004
Chicago, Illinois*

Contact Info: The Society of Plastics Industry at 202-974-5235

Web site: www.plasticsusa.org E-mail: tradeshows@socplas.org

October 6, 2004 - October 9, 2004

*Automotive Recyclers Association 61st Annual Convention & Exposition
Memphis, TN*

Contact Info: Automotive Recyclers Association at 703-385-1001

Web site: www.autorecyc.org

October 9, 2004 - October 12, 2004

*Independent Lubricant Manufacturers Association Annual Meeting
Scottsdale, AZ*

Contact Info: ILMA at 703-684-5574 Email: ilma@ilma.org

Web site: www.ilma.org

**CHECK FOR OTHER INDUSTRY SPECIFIC MEETINGS AND CONFERENCES AT:
<http://www.smallbiz.enviroweb.org/events/allevents.asp>**

Frequently Requested Publications

Opening Doors for America's Small Business, is a great introduction to the key EPA services that are available to help the nation's small businesses. EPA has initiated over 100 activities designed to help small businesses fulfill their environmental responsibilities. Although not every initiative is described in this booklet, it is a useful guide to begin exploring available resources. *[Small Business Publications Item B-18]**

A Resource Directory of Small Business Assistance Providers, is an easy-to-use reference of key federal, state, and private programs that address small business environmental compliance, pollution prevention and other related questions and concerns. It provides all of the relevant environmental contacts a small business needs in one convenient location. *[Small Business Publications Item B-20]**

Revised Small Lab Environmental Management Guide, provides more comprehensive coverage of environmental management issues affecting small labs. New areas of coverage include radioactive materials and biologically active substances. A summary of hazardous waste management techniques allowing on-site treatment is included, as well as, expanded pollution prevention opportunities, and opportunities for cost efficiencies. *[Small Business Publications Item B-16]**

Practical Guide to Environmental Management for Small Businesses, is designed to help small businesses organize their environmental management responsibilities in a productive and cost-effective way. The Guide has been dubbed "the on-ramp to EMS for small businesses," and lauded for its pragmatic, step-by-step approach. *[Small Business Publications Item B-25]*

Documenting Your Environmental Management Plan, a Workbook for Small Business, is designed to help small business owners formalize their environmental management activities while increasing productivity and lowering costs. It shows them how to get to a proactive stance without disrupting their day-to-day business operations. *[Small Business Publications Item B-26]*

Little Known But Allowable Ways to Deal With Hazardous Waste Booklet, provides information on five methods that EPA has identified for small businesses to minimize their hazardous waste on site. These methods are: 1) Domestic Sewage Exclusion; 2) Elementary Neutralization; 3) Recycling; 4) Treatment in Accumulation Containers; and 5) Burning in Small Boilers and Industrial Furnaces. *[Small Business Publications Item C-2]*

Please call the Small Business Ombudsman Toll-Free Hotline at 1-800-368-5888 to order these documents. (*) Publications that are available in large quantities for your meetings, conferences, or mailings.

Small Business Environmental Home Page

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

The Small Business Environmental Home Page (Home Page) was developed and is being maintained by *Concurrent Technologies Corporation (CTC)* under cooperative agreement funding provided by U.S. EPA Small Business Division/Small Business Ombudsman. Developed in response to requests from the State small business assistance programs (SBAPs) and the small business community, the Home Page provides efficient access to EPA, state, and other environmental and pollution prevention information focused on small business. See the Home Page for continual updates in all areas; recent updates include the following:

- Go to www.smallbiz-enviroweb.org/sba/surveyresults2004.html to find the results from the **Online User Survey** conducted January through March, 2004. CTC and EPA SBO conducted this survey to find out how the Home Page is doing and how we can improve it and make it easier to use. Check back later for more results and action items planned and completed.
- Don't forget that the results from the **SBAP/Multimedia, Financial Assistance Program, and Guidelines Subcommittee online surveys** are posted on the Home Page. SBAP/Multimedia and Financial Assistance Program results are provided in online searchable databases. You can find all results in the Surveys area at www.smallbiz-enviroweb.org/sba/survey/survey_list.html.
- The **National Steering Committee Guidelines Subcommittee web page** has been launched. Also on line are Multimedia, Technical, and Awards subcommittee web pages. Technology and Promotions Subcommittee web pages are coming soon. To access all subcommittee pages, go to www.smallbiz-enviroweb.org/sba/steering_subcommittees.html.
- There are over 7,300 state, federal, trade association, and other publications and factsheets summarized and directly linked in the online **Publications Database** found at www.smallbiz-enviroweb.org/pub_video/publications.asp. **Key Small Business Publications** have been listed separately at www.smallbiz-enviroweb.org/sba/key_smallbiz_publications.html.
- **EPA Compliance Assistance Resources and Agency Contact** information have been posted as a result of the Small Business Paperwork Relief Act of 2002–SBPRA, at www.smallbiz-enviroweb.org/sba/sbptra2002_eparesources.html.
- 2002 and 2003 National SBO/SBAP Conference presentations have been added to the Home Page. Look for presentations from the June 2004 conference in Sacramento, California soon. You can find these and past **SBO/SBAP National Presentations and Photographs** at www.smallbiz-enviroweb.org/sba/conferences.html.
- In light of the Performance Measurement working session at the 2004 National SBO/SBAP National Conference in Sacramento in June 2004, please renew past efforts to populate the **Performance Measurement Tools and Success Stories** database on the Home Page. This clearinghouse, which can be found at www.smallbiz-enviroweb.org/perfmeas/perfmeas.html, was the result of the recommendation from the Working Session on Performance Measurement, held at the 1998 State SBO/SBAP Conference in Scottsdale, Arizona. Please provide copies of your performance measurement tools and success stories to Audrey Zelanko in word perfect or word formats. Also, check back for results posted from the 2004 conference working session on performance measurement, as well as other posted performance measurement tools and work efforts.
- The **National Small Business Financial Assistance Work Group (NSBFAWG)** still needs your help! Charlie Kennedy and Pat Hoermann are no longer leaders of this effort. Will someone step forward to take on this valuable effort to help fellow 507 programs develop strategies to provide small businesses with financial assistance? For more information about the Work Group, go to www.smallbiz-enviroweb.org/NSBFAWG/NSBFAWG.html. Email Audrey Zelanko if you are interested. Otherwise, the Work Group will officially fold...

Please send information, revisions, questions, and comments to: **Audrey G. Zelanko** at zelanko@smallbiz-enviroweb.org, 412/992-5349.

Helping small businesses access environmental compliance and pollution prevention information

Small Business Environmental Home Page

www.smallbiz-enviroweb.org

May 2004



Small Business Assistance...

Overview of the state small business assistance programs (SBAPs)—web sites—list of small business assistance providers—small business initiatives/policies/laws—small business ombudsman (SBO)/SBAP National Steering Committee information—SBAP national logo—State Small Business Stationary Source Technical and Environmental Assistance Program (SBTCP) Reports to Congress—ten state demonstration projects—SBO/SBAP conference presentations and photographs—other helpful small business web sites and documents—SBAP/Multimedia Survey and Guidelines Survey results in searchable databases—national and state Compliance Advisory Panel (CAP) information—performance measurement tools and success stories database (includes downloadable tools and case studies).

SBO-SBAP Listserve...

Forum for the small business community—exchange ideas and share information—open to SBOs, SBAPs, small businesses, trade associations, technical assistance programs, educators, researchers—over 145 subscribers.

News and Events...

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



Industry Sectors...

Industry sector links—Compliance Assistance Centers—trade association web sites—other helpful links.

Funding Help...

Definition of 'small business'—state financial assistance program links—federal and nonprofit financial assistance program web sites.



Environmental Compliance...



Regulatory updates database—brief summaries of major federal environmental laws and applicable EPA web sites—calendar for reporting deadlines and summaries of environmental reporting requirements—checklist for reporting and recordkeeping requirements—state environmental agency and SBAP web sites—expert systems for Class V motor vehicle wells and auto dismantlers/recyclers—helpful regulatory search/ compliance web sites and guidance documents.

Pollution Prevention...

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

Mid-Atlantic Region Small Business Assistance...

Resources for small businesses and assistance providers in DE, DC, MD, PA, VA, WV—technical assistance, cost reduction & energy conservation, environmental technology development, and funding web site links and descriptions—funded by EPA Region III.

National Small Business Financial Assistance Work Group...

"Cafeteria plan" of financial assistance—how to start a program—success stories—activities—contacts—Financial Assistance Program Survey results in searchable database.

Publications, Fact Sheets, Videos...

Publications database (over 7,200 publication descriptions and links)—EPA SBO list of publications—key small business publications—videos database.



Contacts...

EPA SBO—EPA regions—EPA small business leads—OSHA regional/area offices—state SBAPs—SBAP/SBO national steering committee members—national/state CAP members—trade association representatives—small business community key members.



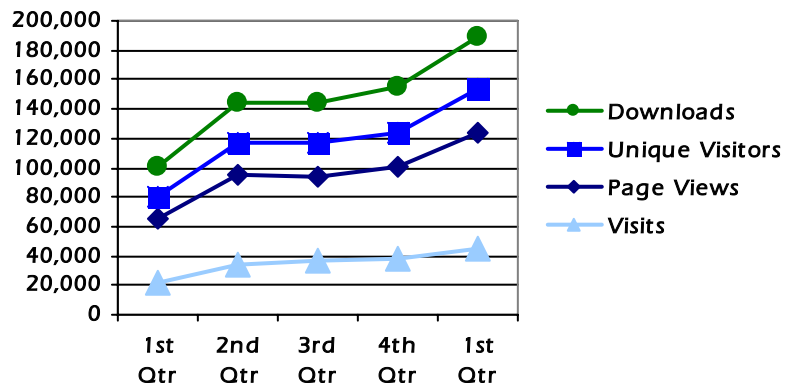
Supported by funding from the U.S. EPA Small Business Division / Small Business Ombudsman

Small Business Environmental Home Page User Statistics

How Much is the Home Page Used? (1st Quarter 2004)

- ◆ 296,018 successful hits
- ◆ 3,252 average hits per day
- ◆ 78,725 page views
- ◆ 865 average page views per day
- ◆ 45,137 visits
- ◆ 496 average visits per day
- ◆ 30,161 unique visitors
- ◆ 35,088 downloads (does not include documents that are linked externally)

2003-04 User Statistics Trends



Top 10 Pages Visited (1st Quarter 2004)

1—Top Page	7,099
2—Links to State Environmental Agencies/SBAPs	1,957
3—State Financial Assistance Programs	1,764
4—Trade Associations	1,230
5—SBAP List of Contacts	1,200
6—Small Business Assistance Home	1,085
7—All Publications	1,038
8—Links by Industry Sector	998
9—Upcoming Events	973

84% of visits are from North America; 81% from the U.S.

95% of visits are from the U.S. and the following countries: Canada, United Kingdom, Australia, Japan, India, China, Germany, Netherlands, Taiwan, Nigeria, Philippines, Sweden, Korea, France, Israel, Singapore, Hong Kong, Malaysia, and Czech Republic.

Top 10 Downloads (1st Quarter 2004)

1—Practical Guide to Environmental Management for Small Business	2,404
2—Documenting Your EMP, A Workbook for Small Business	2,256
3—A Resource Directory of Small Business Environmental Assistance Providers	1,031
4—Household Hazardous Waste Management, A Manual for One-Day Community Collection Programs	999
5—Decision-Makers' Guide to Solid Waste Management, Volume II	837
6—Flexible Air Operating Permits for Printers—A Review	576
7—Managing Asbestos in Place-A Bldg. Owner's Guide to Operations & Maintenance. Programs for ACMs	571
8—Unifying EPA's Small Business Activities: A Strategy to Meet the Needs of Small Businesses	559
9—Asbestos Analysts Registry (AAR) Approved Organizations	525
10—How To Setup A Local Program To Recycle Used Oil	488

Glossary

Hit = Each file requested by a visitor. There can be several hits on each 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.





Energy Star for Small Businesses Can Help You Save Energy and Money

Energy Star has free information on its web site geared especially for small businesses (<http://www.energystar.gov/smallbiz/>) that helps owners and operators cut utility bills by improving energy efficiency. The Energy Star label allows businesses to easily choose equipment that will use less energy, and if a small business joins as an voluntary Energy Star partner, they can download or have mailed a free 100-page guide, "Putting Energy into Profits." Joining the Energy Star Small Business Network is free, requires no reporting, no required efficiency upgrade, and your individual use of the Web site is not tracked. (Energy Star does not use cookies on its site.) The business is under no obligation, will not be contacted unless they ask, and their information will not be supplied to anyone. Network sign-up entitles businesses to call engineers toll-free at 1-888 STAR YES, and/or to send questions by email for free tech support, calculations, money-saving strategies and information. Small business owners who have used the web site and free help line have cut utility bills by up to 30%. Energy Star Small Business Network members may submit a "success story" for public recognition and consideration for annual awards. More than 9,000 small businesses and congregations have already joined the Network as of June 2004. Saving energy helps the environment and saves money, too. Call or log on today!

Now Available in Spanish: DfE's Integrated Environmental Management System (IEMS) *Implementation Guide and Template*

The Design for the Environment (DfE) Program has translated its *Integrated Environmental Management Systems (IEMS) Implementation Guide and Company Manual Template*, as well as related web pages, into Spanish. The English IEMS materials, targeted at small businesses that wish to better manage their chemicals, have already been well received. To view or download them, please visit the following pages.

Spanish IEMS Home Page: <http://www.epa.gov/dfepubs/iems/indexspanish.htm>

Spanish IEMS Implementation Guide (Guía de Implementación de SIAA):
http://www.epa.gov/dfepubs/iems/iems_guide/indexspan.htm

Spanish IEMS Company Manual Template (SIAA Plantilla de Manual para Pequeñas Empresas): http://www.epa.gov/dfepubs/iems/iems_template/indexspan.htm

Spanish IEMS Checklist for Lead Organizations (Un Lista de Verificación de un SIAA para Organizaciones Líderes): <http://www.epa.gov/dfepubs/iems/leadorgspan.htm>

At this time, these materials are only available electronically. We have a limited number of CDs available **contact Karen Chu at 202-564-8873.**



EPA's Small Business Innovation Research (SBIR) Program

The Environmental Protection Agency (EPA) is one of 12 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.

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 15 months. EPA also offers up to \$100,000 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 24, 2005 and close on May 25, 2005. 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



EPA's Draft Report on the Environment Review and Stakeholder Dialog Activities

EPA released the draft Report on the Environment (RoE) and accompanying Technical Document in June 2003. During November 2003 through February 2004, EPA held stakeholder dialog meetings in Chicago, Atlanta, San Francisco, Seattle, Dallas and Philadelphia. The purpose of the sessions was to solicit feedback from a wide range of stakeholders on their reactions and thoughts on the draft reports. Stakeholder feedback in these sessions proved very helpful in planning the future for reporting on the environment and using environmental indicators in planning and management. The summary document for the feedback received during these sessions is available at www.epa.gov/indicators.

The dialog continued in a live web cast hosted by EPA's Office of Environmental Information on June 24, 2004. During the web cast senior managers from OEI, ORD, OW, OAR, EPA Region 5 and ECOS, discussed what was learned during the dialogue sessions and what steps are planned for the next RoE. All stakeholders who were originally invited to one of the six sessions were invited to view the webcast and pose questions to one of the panelists. The webcast can be viewed at <http://www.atlanticvideo.com/clients/epa/>. For Further Information Contact Brendan Doyle at 202-564-6935

2003 Toxics Release Inventory (TRI) Data Planned to be Made Publicly Available in November, 2004

The Toxics Release Inventory (TRI) data submitted to the Environmental Protection Agency (EPA) for reporting year 2003 (RY2003) will be posted on the internet in November, 2004. This posting of the TRI data on the internet will be the first phase of a two-phased approach EPA will use for making RY2003 TRI data available to the public. EPA is calling this first phase the TRI "Electronic Facility Data Release" (e-FDR). The second phase will take place in Spring 2005, as part of the annual "Public Data Release" (PDR), and will include releasing TRI data through TRI Explorer and other supporting materials. This two-phased approach was originally planned for the RY 2002 data release. Due to efforts to expedite RY 2002 PDR, EPA made a decision to postpone the two-phased approach for data dissemination until it has compiled the RY 2003

TRI data made publicly available on the internet through the e-FDR will be accessible in limited format, through the EPA Envirofacts database. The internet site to view the data will be <http://www.epa.gov/enviro/html>. The public will be able to view information contained on a Form R or Form A Certification Statement submitted by a facility, or as modified to reflect any revisions particular facility for a particular chemical. Electronic copies of these publications are available via the Internet at <http://www.epa.gov/tri/tridata/tri01>.

For further information contact: **Josh Woodyard** at: 566-0738

An eRulemaking Initiative Update

The eRulemaking Initiative is one of the President's Management Agenda E-Government initiatives focused on streamlining citizen-government transactions. The E-Government Act of 2002 authorizes the E-Government initiatives and requires federal agencies to support this initiative. Through the use of information technology, the eRulemaking Initiative seeks to overcome barriers to public participation in the federal regulatory process by improving the public's ability to find, view, understand, and comment on federal regulatory actions. Ultimately, this initiative will improve agency processes, enhance public participation, and yield more timely regulatory decisions.

The Environmental Protection Agency is the Managing Partner for the overall eRulemaking Initiative. Other partner federal agencies include: Department of Agriculture, Department of Commerce, Department of Defense, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Housing and Urban Development, Department of Interior, Department of Justice, Department of Labor, Department of Transportation, Department of Treasury, Equal Employment Opportunity Commission, Federal Communications Commission, National Archives and Records Administration, General Services Administration, the Government Printing Office, and the Small Business Administration.

Recent Initiative Activities

Regulations.gov, a federal regulatory clearinghouse Web site, provides one-stop, online access to every open rule published by more than 160 different federal agencies. As the first component of the initiative, the Web site continues to experience a high level of public interest. Since its launch in January 2003, the Web site has received over 3.5 million hits, with 368,000 unique visitors downloading over 145,000 files. The next phase of the eRulemaking initiative will build upon Regulations.gov to establish a full-featured federal docket management system. For additional information, see <http://www.regulations.gov>

Modeled after EPA's EDOCKET system, the federal-wide docket system currently under development (FDMS, the Federal Docket Management System) will serve as a central repository for all publicly available regulatory materials. Users will be able to perform full-text searches across all federal agency dockets; view, retrieve, download docket materials (e.g., *Federal Register* Notices, scientific/legal analyses, public comments) and submit comments; and be notified of regulatory actions through an automated list serve. The eRulemaking team is working on the design of the electronic docket system and is incorporating the core functions approved by participating agencies into the system design.

The eRulemaking Program Management Office (PMO) is meeting with stakeholder audiences to promote the benefits of eRulemaking and obtain feedback on the federal docket management system in development. The PMO is also planning a series of public forums on the eRulemaking Initiative held in several U.S. cities during Summer 2004.

For Further Information Contact: **Michelle Torreano** at: (202) 566-2141.

EPA Air Toxics Implementation Tools – What’s Available

Tools include: Inspection checklists, Applicability Flowcharts, Brochures, MR&R Summaries, etc.
(Sorted by Title)

General Interest – Completed Projects

Date	Implementation Assistant Tool/Document Title	EPA #
9/2000	Air Pollution Control Technology Training Modules – Overview of Carbon Adsorption, Wet Scrubbers, ESP etc. (CD, VHS available) http://www.epa.gov/ttn/atw/utrain.html	
9/97	MACT Implementation Strategy www.epa.gov/ttn/atw/eparules.html	EPA-456/R-97-003
10/98	Potential to Emit - A Guide for Small Businesses http://www.epa.gov/ttnsbap1/access.html	
9/2000	Taking Toxics Out of the Air Document – Summary of Toxics program, http://www.epa.gov/oar/oaqps/takingtoxics/	EPA-452/K-00-002

MACT Implementation Tools – Completed Projects

Date	Implementation Assistant Tool/Document Title	EPA #
12/98 (Revised 2004)	Aerospace Manufacturing and Rework Facilities - Summary of Requirements for Implementing the NESHAP www.epa.gov/ttn/atw/aerosp/aeropg.html	EPA-456/R-97-006
10/01	Boat Manufacturing - Brochure, map of sources, slides from presentation, sample initial notification letter, checklists etc. http://www.epa.gov/ttn/atw/boat/boatpg.html	
4/95	Chromium Electroplating and Anodizing NESHAP - A guidebook on how to comply http://www.epa.gov/ttn/atw/chrome/chromepg.html	(EPA-453/B-95-001)
9/97 (Revised 2004)	Ethylene Oxide Commercial Sterilization and Fumigation Operations NESHAP Implementation Document www.epa.gov/ttn/atw/eo/eopg.html	EPA-456/R-97-004
8/03	Fabric, Printing, Coating & Dyeing - Overview Brochure and Timeline available http://www.epa.gov/ttn/atw/fabric/fabricpg.html	
12/98	Flexible Polyurethane Foam Production - Plain Language Guide www.epa.gov/ttn/atw/foam/foampg.html	EPA-456/B-98-001
9/02	General Provisions - Various tools (e.g., example forms) available at: www.epa.gov/ttn/atw/gp/gppg.html	
9/97 (Revised 2004)	Halogenated Solvent Cleaning - Summary of Requirements for Implementing the NESHAP www.epa.gov/ttn/atw/degrea/halopg.html	EPA-456/R-96-005

Date	Implementation Assistant Tool/Document Title	EPA #
5/95 (Revising 2004)	Guidance Document for Halogenated Solvent Cleaning NESHAP www.epa.gov/ttn/atw/degrea/halopg.html	EPA-456/R-94-081
12/03	Integrated Iron and Steel - Inspection checklists, applicability flowcharts, compliance timeline http://www.epa.gov/ttn/atw/iisteel/iisteelpg.html	
8/02	Large Appliances (Surface Coating) - Overview Brochure and Timeline available at www.epa.gov/ttn/atw/lapp/lapppg.html	
8/02	Metal Coil (Surface Coating) - Overview Brochure and Timeline available located at www.epa.gov/ttn/atw/mcoil/mcoilpg.html	
8/03	Metal Can (Surface Coating) http://www.epa.gov/ttn/atw/mcan/mcanpg.html Overview Brochure and Timeline available	
8/03	Metal Furniture (surface coating)- Overview Brochure and Timeline available http://www.epa.gov/ttn/atw/mfurn/mfurnpg.html	
12/03	Municipal Solid Waste Landfill MACT - Guidance on SSM plan http://www.epa.gov/ttn/atw/landfill/landfillpg.html	EPA-456/R-03-006
12/03	Municipal Solid Waste Landfill MACT - Example Moisture Mass Balance Calculations for Bioreactor Landfills http://www.epa.gov/ttn/atw/landfill/landfillpg.html	EPA-456/R-03-007
9/98	Off-Site Waste and Recovery Operations - Source Identification: Lists of Sources Potentially Subject to the Rule www.epa.gov/ttn/atw/offwaste/oswropg.html	EPA-456/R-98-006
10/99	Off-Site Waste and Recovery Operations - The Plain Language Implementation Assistance Document for Part 63 Subpart DD www.epa.gov/ttn/atw/offwaste/oswropg.html	EPA-456/R-99-007
5/2000	Oil and Gas Applicability Flowcharts www.epa.gov/ttn/atw/oilgas/oilgaspg.html	
9/2000	Pesticide Active Ingredient - Implementation Document (NOTE: Draft document only, no final will be released) www.epa.gov/ttn/atw/pest/pestpg.html	EPA-456/D-00-001
11/2000 (Revised 2004)	Petroleum Refinery MACT Standard Guidance, Q & A online, Summary of MRR, www.epa.gov/ttn/atw/petrefine/petrefpg.html	EPA-456-B-00-001
2/03 (Revised)	Pharmaceutical MACT Rule (Expert system on applicability) http://www.epa.gov/ttn/atw/pharma/pharmpg.html	
9/01	Pharmaceutical MACT Inspection checklist http://www.epa.gov/ttn/atw/pharma/pharmpg.html	
9/2000	Polyether Polyols Production - Implementation Document www.epa.gov/ttn/atw/polyol/polyolpg.html	EPA-456/R-00-002

Date	Implementation Assistant Tool/Document Title	EPA #
10/99	Primary Aluminum - Plain Language Guide to the NESHAP-40 CFR 63, Subpart LL: Summary of Requirements http://www.epa.gov/ttn/atw/alum/alumpg.html	EPA-453/R-99-011
9/01	Pulp and Bleaching System NESHAP for Pulp and Paper Industry: Plain English Description www.epa.gov/ttn/atw/pulp/pulppg.html	EPA-456/R-01-002
9/01	Pulp and Paper Combustion Sources NESHAP - A Plain English Description www.epa.gov/ttn/atw/pulp/pulppg.html	EPA-456/R-01/003
12/03	Pulp and Paper Combustion MACT II - Inspection checklists, applicability flowcharts, compliance timelines www.epa.gov/ttn/atw/pulp/pulppg.html	
12/03	Refractory Products Manufacture - brochure, overview of testing requirements, example calculations, and overview of control options http://www.epa.gov/ttn/atw/refrac/refracpg.html	
11/2000 9/03	Secondary Aluminum (Sweat Furnace Operations) - Brochure (11/00) and Plain Language Workbook (9/03), source identification information, www.epa.gov/ttn/atw/alum2nd/alum2pg.html	EPA-456/F-00-004
9/03	Secondary Aluminum - example malfunction plan and notification forms, source list, applicability flowcharts, and summary of MRR www.epa.gov/ttn/atw/alum2nd/alum2pg.html	
12/03	Ship Building & Repair - Inspection checklists, applicability flowcharts, compliance timelines, CD http://www.epa.gov/ttn/atw/shipb/shipbpg.html#IMP	
12/03	Wool Fiberglass - Inspection checklists, applicability flowcharts http://www.epa.gov/ttnatw01/woolfib/woolfipg.html	
9/97 (Revised)	Wood Furniture Manufacturing Operations NESHAP Implementation Doc. www.epa.gov/ttn/atw/wood/riwood.html	EPA-456/R-97-005

NSPS Implementation Tools – Completed Projects

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

111(d)/129 Implementation Tools – Completed Projects

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 www.epa.gov/ttn/atw/129/hmiwi/rihmiwi.html	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 www.epa.gov/ttn/atw/129/mwc/rimwc.html	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 www.epa.gov/ttn/atw/landfill/landflpg.html	EPA-456/R-98-009
-------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

183(e) Implementation Tools – Completed Projects

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

FY04 Implementation Tools

(individual tools may be complete as of this update, but the project overall is still ongoing)

Air Toxics Implementation Tool Project Title	EPA Contact*
Auto and Light Duty Truck http://www.epa.gov/ttn/atw/auto/autopg.html	Gil Wood 919-541-5272
Industrial/Commercial/Institutional Boilers (MACT) (economically significant rule) http://www.epa.gov/ttn/atw/combust/boiler/boilerpg.html	David Painter 919-541-5515
Metal Furniture - OAQPS Emission Standards Division (ESD) planning additional tools such as inspection checklist http://www.epa.gov/ttn/atw/mfurn/mfurnplan.html	Mohamed Serageldin 919-541-2379
Miscellaneous Coatings Manufacturing – Surface coatings sources http://www.epa.gov/ttn/atw/mcm/mcmpg.html	Gary Blais 919-541-3223
Miscellaneous Metal Parts - Tool Development Plan under construction. Plan will identify tools to be developed. http://www.epa.gov/ttn/atw/misc/miscpg.html	Ingrid Ward 919-541-0300
Miscellaneous Organic NESHAP – 3 trainings planned in 2004 http://www.epa.gov/ttn/atw/mon/monpg.html	Marcia Mia 919-541-7042
Paper and Other Web Surface Coating – latest tool development efforts can be found on the Tool Development plan located at www.epa.gov/ttn/atw/powc/powcpg.html	Ingrid Ward 919-541-0300
Plastic Parts and Products - Tool Development Plan under construction. Plan will identify tools to be developed. http://www.epa.gov/ttn/atw/plastic/plasticpg.html	Ingrid Ward 919-541-0300
Plywood and Composite Board - http://www.epa.gov/ttn/atw/plypart/plypart.html	Tom Link 919-541-5456
Reciprocating Internal Combustion Engines (RICE) - http://www.epa.gov/ttn/atw/combust/engine/ricepg.html	Gary Blais 919-541-3223
Reinforced Plastics - Final applicability flowchart and a final sample notification form for RPC facilities to use. Other tools pending. http://www.epa.gov/ttn/atw/rpc/rpcpg.html	Anna Duncan 919-541-1657
SOCMI Waste Water NSPS - Inspection checklist, applicability flow charts, compliance timeline, Q & As, Relationship to other rules table http://www.epa.gov/ttn/atw/nsps/socww/socwwpg.html	Tom Link 919-541-3223
Wood Building Products – Several types of tools being finalized FY04. http://www.epa.gov/ttn/atw/wbldg/wbldgpg.html	Gary Blais 919-541-3223

*To contact one of these persons you can e-mail them by typing: last.name.first.name@epa.gov. For example, Ingrid Ward's email address is: ward.ingrid@epa.gov

What's New in Chemical Accident Prevention

EPA's Office of Emergency Prevention, Preparedness, and Response (OEPPR)

Regulatory Developments

Rule Published in Federal Register on April 9, 2004

The amendments to the Chemical Accident Prevention Rule were published in the Federal Register on April 9, 2004. The full citation is 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.

Factsheet Available

Changes to the Chemical Accident Prevention Rule (Risk Management Program) in 2004 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 Published to Website

Frequently Asked Questions (FAQs) for the Amendments Rule have been approved and are available on the website at:

<http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/2004-FAQ.htm>. Currently, there are 19 questions and more will be prepared as needed. In addition, 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/ap-rmsb.htm#FAQ>) have also been updated.

RMP*Submit 2004 is available

As you know, RMP*Submit is available free of charge by downloading it from the EPA website. *RMP*Submit 2004* reflects the new reporting requirements resulting from the April 9, 2004 final amendment of the Chemical Accident Prevention Rule. *RMP*Submit 2004* is able to import RMPs created using earlier versions of RMP*Submit. *RMP*Submit 2004* can be downloaded from the EPA website at: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/ap-rmsb.htm>

Most RMP's Must be Fully Updated and Re-submitted

If you are the owner or operator of a covered facility, you must fully update and re-submit a revised RMP at least once within five years of the postmark date of your initial submission. The majority of facilities have not re-submitted an RMP since the June 21, 2001 reporting deadline. This means that most RMPs must be fully updated and re-submitted by June 21, 2004.

Additional information about re-submitting your RMP can be found on the EPA website at: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/RMPS.htm>.

Chemical Safety: Sharing lessons learned

New Chemical Safety Alert on Identifying Chemical Reactivity Hazards

We recently issued *Identifying Chemical Reactivity Hazards: Preliminary Screening Method*. This document aims to raise awareness of reactive chemical hazards among small- and medium-sized facilities. The document provides an overview of a simple method developed by the Center for Chemical Process Safety (CCPS) to screen facilities for reactivity hazards.

Many materials used in industrial facilities can pose chemical reactivity hazards. Reactivity hazards may not be as easy to identify as other hazards such as toxicity or corrosivity. Your facility is at a higher risk of having an uncontrolled release if you don't identify all the existing chemical reactivity hazards.

This alert can be viewed on the EPA website:

[http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/flowchart.pdf/\\$File/flowchart.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/flowchart.pdf/$File/flowchart.pdf)

New Chemical Safety Alert on Failures of Excess Flow Valves

Failures of Excess Flow Valves in Hazardous Materials Service was recently issued by EPA to highlight the hazards of relying on excess flow valves as the primary protection to control accidental chemical releases from tanks and piping. This document provides information on the circumstances that can lead to excess flow valve failures; important design and operational factors for enhancing their reliability; and alternate safeguards available for stopping uncontrolled releases.

This alert can be viewed on the EPA website:

[http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/efv-safety-alert.pdf/\\$File/efv-safety-alert.pdf](http://yosemite.epa.gov/oswer/ceppoweb.nsf/vwResourcesByFilename/efv-safety-alert.pdf/$File/efv-safety-alert.pdf)

To subscribe to OEPPR e-mail updates through our List Serve:

- 1) Send an e-mail to: listserv@unixmail.rtpnc.epa.gov
- 2) Leave the subject area blank.
- 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 OEPPR Website: www.epa.gov/emergencies

For regulatory questions, contact the RCRA, Superfund & EPCRA Call 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

Or, contact: **Breda Reilly** at (202) 564-7983 or reilly.breda@epa.gov

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 ?? 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 Researching Deferral of Area Sources from Title V Permitting in Anticipation of 2005 Deadline

The deferral from TV permitting for 6 area source MACTs ends Dec 05. EPA is looking into how the test under the ACT for exempting area sources from TV could work for these MACT categories. The test says that the Adm must show how it would be "impractical, infeasible or unnecessarily burdensome" on the sources to be permitted. EPA hopes to make a decision soon on whether these area sources will be required to get a TV permit or not. If they are exempted EPA must do a notice and comment rulemaking explaining how it applied the exemption test of the ACT for each MACT category. For further information contact Ray Vogel at: 919-541-3153.

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. 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 area sources responsible for a substantial portion of the emissions of these air toxics. For more information about the Strategy, visit EPA's web site at www.epa.gov/ttn/atw/urban/urbanpg.html.

Contact: Barbara Driscoll at 919-541-1051.

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 business because it has the potential to affect many small sources.

EPA published the final Federal Register notice for area sources on November 22, 2002. That notice added 23 new area source categories to those previously listed for a total of 70 area source categories. Of the 70 categories on the list, 15 have already been regulated. EPA is currently in negotiations with a litigant to develop schedules for the remaining area source categories. We are also working on a strategy to prioritize the work to be done, as well as to implement regulations for the

remaining area source categories. More information on area source standards is available at

<http://www.epa.gov/ttn/atw/urban/arearules.html>

Contact: Lula Melton at 919-541-2910.

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 with an ample margin of safety. 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 EarthJustice has filed suit and we are under schedule negotiations. The first proposal is for coke ovens and should be out-by July 2004. For more information on the program, source categories, and project contacts, visit the web at

<http://www.epa.gov/ttn/atw/rrisk/residriskpg.html>

Contacts: Standards Development - Elaine Manning at 919 541-5499 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

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 August 27, 2003 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. 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)

Effluent Guidelines Program

Effluent guidelines are regulations for industrial discharges to surface waters and to publicly-owned treatment systems. Final action for effluent guidelines for aquatic animal production (often called aquaculture) is scheduled for June 2004. 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.

In December 2003, EPA announced a preliminary plan for

identifying which effluent guidelines need to be revised or developed, in compliance with Section 304(m) of the Clean Water Act. The preliminary plan was open for comment through the middle of March 2004. The plan and several supporting documents are available on the Internet at <http://epa.gov/guide/plan.html>. EPA intends to complete the 2004/2005 plan for the effluent guidelines program later this summer.

Meat and Poultry Products

In February 2004, EPA's Administrator signed a final rule to establish effluent guidelines for Meat and Poultry Products. The final rule revises existing effluent standards for direct discharging slaughterhouses, further processors, and independent renderers. The rule also establishes, for the first time, national effluent limitations for poultry processors. EPA had proposed and taken comment on regulatory requirements that focused on larger facilities. The final rule adopted most of these features and thus, the impacts to small businesses are small. Of the 6,600 facilities that process meat and poultry, less than 200 are affected by the new regulations. The remainder, many of which are small businesses, will not be affected by new requirements. EPA estimates that the final rule will affect about 30 small businesses, and for them, the projected economic impacts are small. Only two small businesses are likely to incur compliance costs that are greater than 3 percent of their revenues. The water quality benefits that EPA projects as a result of the final rule include reductions in nitrogen discharges of about 27 millions pounds per year and reductions in conventional pollutant discharges of about 4 million pounds per year. EPA estimates water quality benefits of about \$2.6 million, primarily from increased recreational opportunities, such as swimming and fishing.

Construction and Development

On April 26, 2004, EPA published a Federal Register notice explaining that, rather than establish new effluent guidelines, EPA will rely on the range of existing programs, regulations, and initiatives at the federal, state, and local level to control storm water runoff from construction sites. EPA welcomed the participation of many small businesses and their association representatives in developing regulatory options and the valuable input from these representatives during several opportunities for public comment. Under the permitting regulations and other ongoing programs for stormwater, states and municipalities are implementing new requirements to better control discharges from construction site runoff. The proposed effluent guidelines, if finalized, would have caused financial stress for up to 258 firms, many of which are small businesses. About 570 firms might have incurred compliance costs greater than 3 percent of their revenues.

Concentrated Aquatic Animal Production

The public notice for the proposed effluent guidelines for Concentrated Aquatic Animal Production appeared in the Federal Register on September 12, 2002; the public comment period closed on January 27, 2003. EPA received about 300 comments from federal, state, and local government agencies, industry associations, environmental organizations, and private citizens. Prior to proposal, EPA convened a Small Business Advocacy Review Panel and solicited feedback from 22 small entity representatives on various aspects of the proposal, including the scope of the proposed rule in terms of production systems, species and sizes of facilities to

be covered. Pond production systems were not included in the scope of the proposed rule as a result of the input from the small entity representatives and others. EPA also refined aspects such as best management practices and reporting requirements. Many of these requirements reflect comments provided by the small entity representatives.

The proposed rule applies to commercial, academic, government, and other non-profit organizations that meet the definition of a Concentrated Aquatic Animal Production facility (as already set forth in the Code of Federal Regulations). EPA proposed to cover facilities that produce 100,000 pounds of aquatic animals or more per year through flow-through, recirculating, or net pen production systems. The production-based threshold of 100,000 pounds was established, in part, to minimize disproportionate economic impacts on small businesses.

EPA published a Notice of Data Availability (NODA) in the Federal Register on December 29, 2003 to request comment on new data received since the proposal. EPA also discussed how the new data, along with data submitted with comments, might affect the final regulation. Information presented in the NODA included approaches to costs, loadings, impacts, and benefits analyses. The final action is scheduled for signature on June 30, 2004.

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. 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.

By November 1, 2004, EPA must propose the third phase of cooling water intake regulations. The upcoming proposed rule will apply to electric generating plants using smaller amounts of cooling water and will also apply to other industrial sectors. On February 27, 2004, EPA convened a Small Business Advocacy Review Panel for the upcoming 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. In light of these comments, the Panel considered several regulatory alternatives for reducing the impacts of the rule on small entities. EPA will discuss these alternatives in the upcoming proposed rule.

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 Financial and Technical Assistance for Small Systems

This brochure, *Sources of Financial and Technical Assistance for Small 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 Water Systems

EPA is currently developing a workbook 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 will be 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. EPA is expecting to have this workbook completed by Summer 2004. When completed, 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

The Strategic Planning Workbook 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 is currently developing a simple preventive maintenance tool for small ground water systems. The tool will consist of index cards that give preventive maintenance tasks to be accomplished on a daily, weekly, and monthly basis. The tool will also incorporate security-related tasks that could be accomplished in conjunction with the maintenance tasks. EPA is expecting to have this product completed by Summer 2004. When completed, 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>.

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. 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 give them information on how to participate in drinking water protection. Systems began providing these reports to consumers in 1999; results for the first four years indicate that over 94% of systems required to prepare and distribute these reports did so by the required deadline. EPA is currently piloting a new, internet-based tool, CCRiWriter, to assist water systems with preparing their CCRs. This web version updates the earlier CD-based software and is intended to reduce the burden to drinking water systems by walking them through CCR requirements and regulations. Users answer a series of questions about regulated contaminants, source water, and other required topics. 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. The on-line software is available on the EPA website at <http://www.epa.gov/safewater/ccr/ccrwriter/html>.

Source Water Assessments

States are making great progress in completing source water assessments for their public water systems, as required under the 1996 Amendments to the Safe Drinking Water Act. They 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. Assessments have been completed for 32,000 community water systems, or 6 out of every 10 such systems, which provide the overwhelming majority of the nation's population with drinking water. EPA expects the balance of the assessments to be completed within the year. Timely completion of the assessments is critical so the information can be used to begin to move towards protection of drinking water supplies. 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 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 Notice of Draft Report

The Safe Drinking Water Act (SDWA), as amended in 1996, requires the Environmental Protection Agency (EPA) to publish a list of contaminants 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)). SDWA, as amended, specifies that EPA must publish the first list of drinking water contaminants no later than 18 months after the date of enactment, i.e., by February 1998 (henceforth referred to as the 1998 Contaminant Candidate List or the 1998 CCL), and every five years thereafter. EPA published a draft report to notify the public of its decision to carryover the 1998 CCL as the draft CCL2 on April 2, 2004 (69 FR 17406). 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.

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 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 2004.

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 Fall 2004.

Stage 2 Disinfectants/Disinfection Byproducts Rule

EPA proposed a Stage 2 Disinfectants/Disinfection Byproducts Rule (DBPR) on August 18, 2003 (68 FR 49547), and requested public comment up to November 18, 2003. In response to requests for extension of the public comment period, EPA issued a notice in the *Federal Register*, extending the comment period to January 16, 2004 (68 FR 58057). Most 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, most likely will not be impacted by the rule. Systems that serve between 500 and 10,000 people may have an additional monitoring point in addition to the Stage 1 requirements. If a small system is a "consecutive system" (a system that buys 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. The intent of the proposed 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. EPA believes that this decreased exposure will reduce risk from reproductive and developmental health effects and cancer. EPA is required under the Safe Drinking Water Act to promulgate the rule as the second part of a staged set of regulations addressing DBPs. Consistent with Safe Drinking Water Act requirements for risk balancing, EPA will finalize the Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) at the same time as the Stage 2 DBPR, to ensure parallel protection from microbial and DBP risks.

Small Systems Guide to the 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 Summer 2004.

Long Term 2 Enhanced Surface Water Treatment Rule

EPA proposed the Long Term 2 Enhanced Surface Water Treatment

Rule (LT2ESWTR) on August 11, 2003, and requested public comment up to November 10, 2003. In response to requests for extension of the public comment period, EPA issued a notice in the Federal Register, extending the comment period to January 9, 2004 (68 FR 58057). 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*. The LT2ESWTR incorporates system specific treatment requirements based on a "Microbial Framework" approach. 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, like *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 two years later than that for large systems in order to accommodate the indicator monitoring.

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 has published a final *Implementation Guidance for the Arsenic Rule* to aid states, tribes and EPA's regional staff with rule implementation. EPA has also 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 a Centrally Managed Point of Use Compliance Strategy. EPA also finalized four *Case Studies in Arsenic Treatment Technologies*. In addition, EPA has developed 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/ars/implement.html>. The Agency has held training sessions throughout the U.S. for state and Regional personnel, drinking water providers, technical assistance providers, and consultants. On January 29, 2003, the Agency hosted their first (ever) national satellite training on the arsenic rule, reaching approximately 1000 participants. On March 25, the Agency published a final rule to clarify any potential ambiguity about the unacceptability of rounding compliance monitoring results above 10 ppb down to 10 ppb.

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/smallssys/ssinfo.htm>.

Arsenic Treatment Technology Evaluation Handbook

The **Arsenic Treatment Technology Evaluation Handbook** 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/smallssys/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/smallssys/ssinfo.htm>.

Drinking Water System Security Workbook for Systems Serving Populations of 3,300 People or Fewer

EPA is currently developing a simple workbook to assist small systems with drinking water system security. The workbook will emphasize the importance of security to small drinking water systems serving populations of 3,300 or fewer and how certain basic methods and measures can be used to raise system security. It will also provide guidance to these small drinking water systems on vulnerability assessments, emergency response plans, and threats from attacks or other intentional actions that would disrupt the supply of safe drinking water. EPA is expecting to have this manual completed by Summer 2004.

EPA Awards Water Security Training Grants

As part of EPA's initiative to help small drinking water utilities assess their vulnerabilities to terrorism, EPA Assistant Administrator for Water, G. Tracy Mehan III, announced the award of \$1.5 million in Grants for Water Security Training and Assistance to five nonprofit training and technical assistance

organizations. The grants are authorized under the *Public Health Security and Bioterrorism Preparedness and Response Act of 2002*. The following organizations received grants: the Maryland Center for Environmental Training at the College of Southern Maryland -- La Plata, Md.; the National Environmental Services Center at West Virginia University -- Morgantown, W.Va.; the National Rural Water Association -- Duncan, Okla.; the Rural Community Assistance Program -- Washington, D.C.; the Water Environment Federation -- Alexandria, Va. Grant funds, up to \$300,000 per organization, were used to support "Train-the-Trainer" efforts to build staff expertise in drinking water security and provide no-cost training to state, tribal, or local agencies that assist drinking water systems. The program's goal is to provide a pool of professionals who can deliver training and technical assistance to drinking water systems serving populations of less than 50,000 people. For more information on EPA's water infrastructure security efforts visit <http://www.epa.gov/safewater/security/>

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://www.epa.gov/safewater/security/>.

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.

Vulnerability Assessments for Small and Medium Water Utilities

The American Water Works Association (AWWA) has announced its upcoming seminar, "Vulnerability Assessments for Small and Medium Water Utilities," offered at no-cost to employees of drinking water utilities serving less than 50,000 customers. Registration and information on the seminars can be found on-line at <http://www.awwa.org/education/seminars/>. This seminar is part of AWWA's security training program resulting from a 2003 Congressional appropriation and EPA is the responsible federal agency for project oversight. AWWA will be conducting four other no-cost training programs as a result of this Congressional appropriation. The programs include security hardware education, crisis communications preparation,

an on-line emergency response planning course, and coordination planning among emergency response agencies.

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://www.epa.gov/safewater/security/>.

Response Protocol Toolbox: Planning for and Responding to Contamination Threats to Drinking Water Systems

EPA is making available the interim final Response Protocol Toolbox: Planning for and Responding to Contamination Threats to Drinking Water Systems. The Toolbox is designed to help the water sector effectively and appropriately respond to intentional contamination threats and incidents. It was produced by EPA, building on the experience and expertise of several drinking water utilities, in particular, the Metropolitan Water District of Southern California. Organized in modular format, the Toolbox will be of value to drinking water utilities, laboratories, emergency responders, state drinking water programs, technical assistance providers, public health and law enforcement officials. This interim final release includes Modules 1 through 6, as well as an overview. Users are encouraged to review the overview before using other Modules. Please note that the Toolbox contains guidance that may be adopted on a voluntary basis. For more information on-line, visit <http://www.epa.gov/safewater/security/>.

Small and Medium Water System Emergency Response Plan Guidance

The Small and Medium Water System Emergency Response Plan Guidance 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 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 *Small and Medium Water System Emergency Response Plan Guidance* 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://www.epa.gov/safewater/security/>.

EPA Allocates Grant Funds For Water Counter-Terrorism Activities

EPA announces the allocation of nearly \$5 million in State and Tribal Assistance Grants to assist drinking water systems across the

nation in continued support of counter-terrorism coordination with state, local, and federal governments, which began under a 2002 grant program. This coordination is to ensure drinking water utilities receive technical assistance and training on homeland security issues, including vulnerability assessments and emergency response plans. Additionally, grant funds can be used for activities and strategies that would assist in implementing security enhancements and improving the readiness of individuals and groups involved in first response at drinking water systems. Utilities seeking assistance should consult with their state drinking water program to learn what assistance their state is offering. For more information on-line, visit <http://www.epa.gov/safewater/security/>.

RESOURCE CONSERVATION & RECOVERY ACT (RCRA)

Hazardous Waste Generator Program Evaluation

The Environmental Protection Agency (EPA) is currently collecting information to evaluate the effectiveness of the Resource Conservation and Recovery Act's (RCRA) hazardous waste generator regulatory program, as well as identifying areas for improvement. As part of this effort, the Agency conducted four public meetings during the month of May in Boston, Washington, DC, Chicago and Seattle. An Advanced Notice of Proposed Rule Making (ANPRM) was also published with comments due by July 22, 2004. With the information collected, the EPA, along with our State partners, will evaluate and determine whether changes to the hazardous waste generator are appropriate, and if so, develop and implement a hazardous waste generator program strategy with the goals of fostering improved program effectiveness, fostering a pollution prevention stewardship philosophy, and reducing compliance cost, where practicable. All subsequent efforts would be predicated upon resource availability. The goal of the project is to develop and evaluate alternative program strategies by late fall and select a program strategy to implement by the end of 2004.

Revised Standards for Hazardous Waste Combustion Facilities

On March 31, 2004, Administrator Leavitt signed a notice proposing national emission standards for hazardous air pollutants (HAPs) from hazardous waste combustors. The proposed rule appeared in the Federal Register on April 20, 2004 (69 FR 21198). 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 proposed standards 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).

By proposing technology-based standards for these devices, EPA aims to reduce emissions of hazardous air pollutants, including lead, mercury, arsenic, dioxin and furans, and hydrogen chloride and chlorine gas. In conjunction with these pollutants, emissions of particulate matter will also be reduced. For further information visit www.epa.gov/hwcmact/.

RCRA Definition of Solid Waste Proposed Rule

The draft Proposal is a continuation of more than 10 years of work on the Resource Conservation and Recovery Act (RCRA) definition of solid waste, and responds to concerns articulated in the decision of the D.C. Circuit Court in *Association of Battery Recyclers v. EPA* (ABR

decision), which addresses the scope of EPA's authority over recycling under its hazardous waste program. The proposal has two major components: a regulatory exclusion for materials that are recycled in a "continuous process within the generating industry" and codification of long-standing criteria used to determine whether recycling is "legitimate." The proposal was published in the Federal Register on October 28, 2003 (68 FR 61558), with a comment period ending on February 24, 2004.

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, in 2005, 100 changes to the Subtitle C hazardous waste regulations. It is estimated that these changes will eliminate one million burden hours per year. The changes, 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.

Dyes and Pigments

On November 10, 2003, the Administrator signed a proposal for a new hazardous waste listing for nonwastewaters from the production of certain organic dyes and pigments; on November 25, 2003, the proposed rule was published in the *Federal Register*. This action addressed the potential human health and environmental risks posed by these wastes, and determined that wastes containing mass loadings of any of eight specified constituents at or above the proposed levels of concern should be listed as hazardous wastes under RCRA to control any potentially unacceptable risks. These wastes also were proposed to be added to the CERCLA list of hazardous substances. This action will be implemented by EPA and States authorized under RCRA. There are no small business impacts. EPA previously proposed listing decisions for the wastes of concern in 1994, in a proposed rule called 'Dyes and Pigments I' (D&P I), and in a proposed rule in 1999, called 'Dyes and Pigments II' (D&P II). The 1994 and 1999 proposals had not been promulgated because they relied on redacted data claimed by industry to be confidential.

Solvent-contaminated Shop Towels And Wipes

EPA's Office of Solid Waste (OSW) has published a proposed rule that, if made final, would change the regulations for solvent-contaminated shop towels, wipes, and rags. Currently, a disposable 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, reusable towels are already conditionally excluded from regulation as hazardous waste.

OSW's proposed rule is meant to both clarify and streamline requirements for disposable and reusable solvent-contaminated shop wipes, such as record-keeping and reporting, manifesting, so long as generators meet specified conditions, such as accumulating wipes in covered containers, not transporting wipes with free liquids, and transporting containers off site in containers that don't leak are met.

The proposed rule was published on 20 November, 2003, and can be found in the Federal Register at 68 FR 65586. EPA held a public hearing on the proposed rule on March 9, 2003 in Washington, DC. The proceedings from that hearing and all public comments on the proposal can be found on the EPA Docket's website, at www.epa.gov/edocket under docket number RCRA-2003-0004.

Standardized Permit For RCRA Hazardous Waste Management Facilities

This rulemaking, as proposed, will allow a type of general permit, called a standardized permit, for facilities that generate waste on-site in tanks, containers, and containment buildings. Under the standardized permit, facility owners and operators would certify compliance with generic design and operating conditions set on a national basis. The permitting agency would review the certifications submitted by the facility owners or operators. The permitting agency would also be able to 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.

A Notice of Proposed Rulemaking (NPRM) was published on October 12, 2001 in the *Federal Register* (66 FR 52191). The Agency expects to publish a final rulemaking in 2004

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 Spring of 2005.

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 See Item C-51. A final rule is expected to be published early in 2005.

Land Disposal Restrictions; Potential Revisions for Mercury Listed and Characteristic Wastes

In May 1999, EPA published an Advance Notice of Proposed Rulemaking that described the issues the Agency has with the current Land Disposal Restrictions (LDR) treatment standards for mercury bearing hazardous wastes. The EPA in conjunction with the Department of Energy has conducted several treatability studies on elemental mercury and mercury-contaminated soils. Several of the vendors who expressed interest in processing the Department of Defense's mercury stockpile participated in this effort. These studies were peer-reviewed by three independent peer reviewers. EPA published a Notice of Data Availability on January 29, 2003 (68 FR 4481) which described the results of the treatability studies and the peer review and discussed alternatives to the current requirements, such as treatment variances.

Uniform Hazardous Waste Manifest Update

Further rulemaking actions under consideration, which address management of hazardous wastes, include a revision of the Uniform Hazardous Waste Manifest to reduce the paperwork burden associated with the manifest, consistent with the current Agency objectives for burden reduction. Currently, many states collect manifests, and they may require additional information to be supplied on the manifest in the optional blocks provided on the form. This can become burdensome when waste must be transported to several different states and each state has slightly different requirements or requires its own form. Also, some states require paying a fee to obtain their manifest. The Agency seeks to reduce the burden of the manifest by streamlining the form by prescribing one universal form, and, where feasible, by utilizing automated information technologies which facilitate the electronic completion, signing, transmission, and storage of manifest data.

EPA published a proposed rule in the Federal Register on May 22, 2001. Item C-7.

The long-awaited final rule revising the manifest form is now in the last stages of internal EPA review. After internal review, the Agency will submit the final rule to the Office of Management and Budget for their 90-day review. The Agency expects to promulgate the Forms rule in the first quarter of the 2005 calendar year.

Comments on the E-Manifest component of the May 2001 proposal suggest 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 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. As a result of this meeting, EPA hopes either to go forward with a final rule issuing standards as Re: July 2004 Ombudsman Update Item, (Uniform Waste Manifest) a decentralized approach, or recommend a national

E-Manifest system, whereby EPA would have a role in collecting e-Manifests.

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.

Now, EPA is considering another compliance extension, but no final decision has been reached

BROWNFIELDS SMALL BUSINESS LIABILITY RELIEF AND BROWNFIELDS REVITALIZATION (ACT)

All Appropriate Inquiry Rules Being Developed

EPA's Office of Brownfields Cleanup and Redevelopment, with the Administrator's approval, convened a Negotiated Rulemaking Committee to develop federal standards and practices for the conduct of "all appropriate inquiry." The Small Business Liability Relief and Brownfields Revitalization Act (the Brownfields Law) amends CERCLA liability provisions governing the innocent landowner defense and adds to CERCLA liability protections for bona fide prospective purchasers and contiguous property owners. The law, as a condition for obtaining liability protection, requires innocent landowners, bona fide prospective purchasers and contiguous property owners to conduct all appropriate inquiries to determine past ownership and uses of a property prior to the purchase date of the property. The Law directs EPA to develop federal standards and practices for "all appropriate inquiries."

The Negotiated Rulemaking Committee was chartered and convened under the provisions of the Federal Advisory Committee Act (FACA) and the Negotiated Rulemaking Act (NRA). The Agency conducted the negotiated rulemaking proceedings with particular attention to ensuring full and adequate representation of those interests that may be significantly affected by the regulations that will set standards for conducting all appropriate inquiries. Section 562 of the NRA defines the term "interest" as "with respect to an issue or matter multiple parties which have a similar point of view or which are likely to be affected in a similar manner." The Committee was composed of 25 members representing parties with an interest in the rulemaking. EPA monitored committee membership carefully throughout the process to ensure that there was a balanced representation from affected and interested stakeholder groups.

The Negotiated Rulemaking Committee held six multiple day meetings over the course of seven months, beginning in April 2003. The Committee arrived at a consensus document representing its recommendation for a proposed rule on November 14, 2003. All 25 members of the Committee participated in the development of the document and came to consensus without dissent. The Committee's consensus document is available on the EPA Website at: www.epa.gov/brownfields/regneg.htm.

When a final rulemaking is promulgated it will replace the interim standard established by Congress in the Brownfields Law, which is the ASTM E1527 Phase I Environmental Site Assessment Standard.

The Office of Brownfields Cleanup and Redevelopment is chairing an EPA workgroup tasked with developing the proposed rulemaking package. The EPA workgroup will provide supporting analyses for the proposed rulemaking, in compliance with applicable Executive Orders and legislation. For additional information, contact Patricia Overmeyer 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.

New Versions of CAMEO Software Suite are Available

The updated CAMEO*fm* (version 1.1) includes a revised chemical library; modifications to the Special Locations module; and the ability to import Tier2*Submit 2003 data. If you have CAMEO*fm* (version 1.0) on your computer, it is important to remember to backup all your data in CAMEO prior to installing the update.

MARPLOT has been upgraded to version 3.3.1 and includes internal minor corrections and improvements.

ALPHA has been upgraded to version 5.3 to allow up to three Levels of Concern (LOCs) for a single release; to include the Temporary Emergency Exposure Limits (TEELs), Emergency Response Planning Guidelines (ERPGs), and Acute Exposure Guideline Levels (AEG) LOCs in the chemical library; and to model evaporating puddles of five different chemical solutions.

These updated versions can be downloaded from the EPA website at: <http://www.epa.gov/ceppo/comeo/request.htm>

If you have any technical issues with Tier2 Submit or CAMEO*fm* 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

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>.

Tier2 Submit 2003 Software Available

- The Office of Emergency Prevention Preparedness and Response (OEPPR) is pleased to announce the release of Tier2 Submit 2003 software, now available for download from the OEPPR web site. Tier2 Submit 2003 has new features, meets participating State's Tier II requirements and will be fully compatible with the new release of CAMEO*fm* (February 2004). The new software, in its third 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. One issue that needs your attention is Tier2 Submit's compatibility with CAMEO*fm*. CAMEO*fm* is currently being revised to accommodate specific state changes and will be ready for download sometime in February. Please check the CAMEO website frequently for the latest updates - <http://www.epa.gov/ceppo/comeo/>

- If you have any technical issues with Tier2 Submit or CAMEO*fm* 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

Toxics Release Inventory (TRI) (Update)

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.

Toxics Release Inventory (TRI) Public Data Release

EPA released the 2002 TRI data on June 23, 2004. TRI summary information and data access is available via the web at <http://www.epa.gov/tri/tridata/tri02>. The 2002 TRI Data Release Web site provides fast and easy access to the data overview and relevant TRI information (including tables, charts, maps, and a summary of key findings). The TRI data can be accessed using the TRI Explorer (<http://www.epa.gov/triexplorer>) as well as several other public access tools available on the TRI website. 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. The PDR report serves as a supplement to EPA's on-line tool TRI Explorer where users of TRI data can retrieve electronic 2002 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.

EPA released the 2001 TRI data on June 30, 2003. TRI summary information and data access is available via the web at <http://www.epa.gov/tri/tridata/tri01>. The 2001 TRI Data Release Web site provides fast and easy access to the data overview and relevant TRI information (including tables, charts, maps, and press materials). The TRI data can be accessed using the TRI Explorer (<http://www.epa.gov/triexplorer>) as well as several other public access tools available on the TRI website. EPA also released two electronic publications summarizing the 2001 data: the 2001 TRI Public Data Release (PDR) Report and the 2001 State Fact Sheets. The 2001 TRI PDR Report (EPA 260-R-03-001) provides an overview of the 2001 TRI reporting year data including detailed analyses and supporting tables for TRI releases and other waste management activities; an overview of the persistent bioaccumulative toxic (PBT) chemicals reported to TRI for the second time in the 2001 reporting year; an analyses of the geographic distribution of TRI releases and other waste management activities; and other information relating to TRI data. The PDR report serves as a companion volume to EPA's 2001 TRI State Fact Sheets (EPA 260-F-03-002). The State Fact Sheets provide: a general overview of TRI and the 2001 TRI data by state; a description of the information included in the state fact sheet; and data summary tables. EPA provides this type of analysis as a snapshot of each state's releases and other waste management activities. Electronic copies of these publications are available via the Internet at <http://www.epa.gov/tri/tridata/tri01>.

EPA released the 2000 TRI data on May 23, 2002. TRI summary information and data access is available via the web at <http://www.epa.gov/tri/tridata/tri00/index.htm>. The 2000 TRI Data Release website provides fast and easy access to the data overview and relevant TRI information (including tables, charts, maps, and press materials). The TRI data can be accessed using the TRI Explorer (<http://www.epa.gov/triexplorer/>) as well as several other tools available on the TRI website. EPA also released two electronic publications summarizing the 2000 data: the 2000 TRI Public Data Release (PDR) Report; and the 2000 State Fact Sheets. The 2000 TRI PDR Report (EPA 260-R-02-003) provides an overview of the 2000 TRI reporting year data. This report provides: a detailed analyses and supporting tables for TRI releases and other waste management activities; an overview of the persistent bioaccumulative toxic (PBT) chemicals reported to TRI for the first time in the 2000 reporting year; an analysis of the geographic distribution of TRI releases and other waste management activities; and other information relating to TRI data. The PDR report serves as a

companion volume to EPA's 2000 TRI State Fact Sheets (EPA 260-F-02-004). The State Fact Sheets provide: a general overview of TRI and the 2000 TRI data by state; a description of the information included in the state fact sheet; and data summary tables. EPA provides this type of analysis as a snapshot of each state's releases and other waste management activities. Electronic copies of these publications are available via the Internet at <http://www.epa.gov/tri/tridata/tri00/index.htm>.

EPA released the 1999 TRI Data on April 11, 2001. TRI summary information and data access is available via the web at <http://www.epa.gov/tri/tridata/tri99/index.htm>. The TRI 1999 Data Release (TRI99) website provides fast and easy access to the data overview and relevant TRI information (including tables, charts, maps, and press materials). EPA also released two publications summarizing the 1999 data: the 1999 TRI Public Data Release Report; and the 1999 State Fact Sheets. These documents are available on the TRI99 website noted above or by calling (202) 564-9554 or by emailing TRIDOCS@epa.gov (reference EPA 260-R-01-001 for the Public Data Release Report; and EPA 260-F-01-001 for the State Fact Sheets). The Toxic Release Inventory 1999 Executive Summary (11 pp.) is available as Item K-66. The 1998 TRI Public Data Release report was released in May 2000. Similar to the 1999 data access page, the 1998 Data Release (TRI98) website provides fast and easy access to the data overview and relevant TRI information (available at <http://www.epa.gov/tri/tridata/tri98/index.htm>). Both the 1998 TRI Public Data Release Report and the 1998 Public Data Release State Fact Sheets are available on the TRI98 website noted above or by calling (202) 564-9554 or by emailing TRIDOCS@epa.gov (reference EPA 745-R-00-007 for the Public Data Release report; and EPA 745-F00-003 for the State Fact Sheets). The 1998 Toxic Release Inventory (TRI) Data Summary, EPA 745-R-00-002, May 2000 (48 pp.) is available as Item K-64.

Copies of these documents may be obtained by calling (202) 564-9554 or by emailing TRIDOCS@epa.gov. More information is also available via the TRI website at 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

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.

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. By June, 2004, 273 private sector environmental technologies had been verified, with over 100 in the testing process. In 2003, ETV also began verifying homeland security technologies for monitoring and treating chemical and biological agents. As of June, 2004, 28 technologies for homeland security applications had been verified. Information on the ETV program may be accessed at the ETV web site at 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, or at 513-569-7565.

Small Business by the Numbers

Answers to Frequently Asked Questions

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.

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 44.3 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 2003.
- 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 39 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 29 percent of the known export value in FY 2001.

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 2003, there were approximately 23.7 million businesses in the United States, according to Office of Advocacy estimates. The Internal Revenue Service (IRS) estimates there were 27.0 million nonfarm business tax returns in 2003; however, this number may overestimate the number of firms, as one business can operate more than one taxable entity.

IRS estimates the number of sole proprietorships (roughly equal to nonemployers) increased 2.4 percent in 2002 and is expected to increase 1.9 percent in 2003. Census data show there were 5.7 million firms with employees and 17.0 million without employees in 2001. Applying the sole proprietorship growth rates to the nonemployer figures and similar Department of Labor growth rates to the employer figures produces the 23.7 million figure. Small firms with less than 500 employees represent 99.7 percent of the 23.7 million businesses.

How many businesses open and close each year?

Estimates for businesses with employees indicate there were 572,900 new firms and 554,800 closures (both about 10 percent of the total) in 2003.

Starts and Closures of Employer Firms, 1995-2003

Category	1995	2000	2001	2002	2003
New Firms	594,369	574,300	585,140	589,700e	572,900e
Firm Closures	497,246	542,831	553,291	569,000e	554,800e
Bankruptcies	51,959	35,472	40,099	38,500	35,037

e = Estimate using percentage changes in similar data provided by the U.S. Department of Labor, Employment and Training Administration
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?

In 2000-2001 (according to the most recent data), small businesses created all of the net new jobs in the U.S. Firms with less than 500 employees saw a net increase in employment of 1,150,875; however, large business employment decreased on net by 150,905. Overall net employment increased 999,970.

The small business share varies from year to year and reflects economic trends. Over the decade of the 1990s, small business net job creation fluctuated between 60 and 80 percent. Having small businesses account for all of the net new jobs is not unique to 2000-2001. During an economic downturn in the early 1990s, a similar result occurred.

Source: U.S. Bureau of the Census.

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/advoc>.

What is small firms' share of employment?

The small business share of employment remains around 50 percent. Although small firms create more than half—and sometimes all—of the net new jobs, some firms will become large firms as new jobs are created. Of 115.1 million nonfarm private sector workers in 2001, small firms with fewer than 500 workers employed 57.4 million and large firms, 57.7 million. Smaller firms with fewer than 100 employees employed 41.0 million.

What is the survival rate for new firms?

Two-thirds of new employer firms survive at least two years, and about half survive at least four. Owners of about one-third of firms that closed said their firm was successful at closure. 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.

Business survival also varies by industry and demographics. The highest 1992–1996 survival rate for firms owned by white non-Hispanics was in oil and gas extraction (82 percent). African Americans were most successful in legal services (79 percent), and Hispanic and Asian Americans in health services (66 percent and 76 percent, respectively).

Sources: *Business Success: Factors Leading to Surviving and Closing Successfully* by Brian Headd, Center for Economic Studies, U.S. Bureau of the Census, Working Paper #CES-WP-01-01, January 2001; Advocacy-funded research by Richard J. Boden (Research Summary #204).

How are small businesses financed?

About 82.5 percent of small firms used some form of credit in 1998. Small firms use many different sources of capital, including their own savings, loans from family and friends, and business loans from financial institutions. Credit cards, credit lines, and vehicle loans are most often used. Commercial banks are leading suppliers, followed by owners and finance companies. Data from the Federal Reserve Board Survey of Small Businesses Finances, 2003 are currently being prepared.

Small Firms using Financial Services, 1998
(Percent reporting use of various types of credit)

Credit Type	Total Small Business	Women-Owned	Minority- and Hispanic-Owned
Any Credit	82.5%	78.2%	76.9%
Traditional			
Credit Types	55.0	46.1	49.0
Business			
Credit Cards	34.1	28.8	28.6
Personal			
Credit Cards	46.0	47.5	45.5

Source: Federal Reserve Board, Survey of Small Business Finances, 1998.

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

- Women owned 5.4 million businesses that generated \$819 billion in revenues, employed more than 7 million workers, and had nearly \$150 billion in payroll in 1997. About three-

quarters were sole proprietorships with receipts under \$50,000.

- Of U.S. firms in 1997, 5.8 percent were owned by Hispanic Americans, 4.4 percent by Asian Americans, 4.0 percent by African Americans, and 0.9 percent by American Indians. Of total minority-owned business receipts, Asian American-owned businesses earned more than 51 percent; Hispanic Americans, 31 percent; African Americans, 12 percent; and American Indians, 6 percent.
- Veteran self-employed people numbered about 1.6 million or 14 percent of all U.S. self-employed in 2001.
- More current data from the Census Bureau Survey of Business Owners, 2002 are not yet in.

Sources: Advocacy publications – *Women in Business, 2001*; *Dynamics of Women-Operated Sole Proprietorships, 1990-1998*; *Minorities in Business, 2001*; veteran self-employment data from a special tabulation of the Current Population Survey.

How do regulations affect small firms?

Very small firms with fewer than 20 employees spend 60 percent more per employee than larger firms to comply with federal regulations. Small firms spend twice as much on tax compliance as their larger counterparts.

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	\$6,975	\$4,463
Environmental	3,328	717
Economic	1,616	2,485
Workplace	829	698
Tax Compliance	1,202	562

Source: *The Impact of Regulatory Costs on Small Firms*, an Advocacy-funded study by W. Mark Crain and Thomas D. Hopkins, August 2001 (Research Summary #207).

Whom do I contact about regulations?

To submit comments on proposed regulations, send email to advocacy@sba.gov. To follow up on regulatory enforcement issues, email regfair@sba.gov.

How can I get more information?

For more detailed information from the Office of Advocacy, visit 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/stats. Specific points of interest include:

- Firm size data (static/dynamic for the U.S., states and metropolitan statistical areas): www.sba.gov/advo/stats/data.html
- Small firm lending studies (1994-present): www.sba.gov/advo/stats/lending
- State economic profiles (1998-present): www.sba.gov/advo/stats/profiles
- *The Small Business Advocate* monthly newsletter (1996-present): www.sba.gov/advo/news/

Direct questions to (202) 205-6533 or 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.

SBA REGIONAL SMALL BUSINESS REGULATORY FAIRNESS BOARDS

Regions/Members JULY 2004

<p>Region 1 Leo R. Blais Pawtuxet Valley Prescription Ctr. 85 Sandy Bottom Road Coventry, RI 02816</p>	<p>James M. Knott, Sr. Chair Riverdale Mills Corporation 456 Hill Street Whitinsville, MA 01588</p>	<p>Laura L. Monica High Point Communications Group 553 Route 3A Bldg 3 Bow, OH 03304-3242</p>	<p>David A. Tibbetts Smith, Segel, & Sowalsky 50 Congress Street Suite 300 Boston, MA 02109 (508) 234-7804</p>	
<p>Region 2. Jose M Garcia-Ramis Action Service Corporation PO Box 364866 San Juan, PR 00936</p>	<p>W. Timothy Howes Chair Howes & Howes 26 Anderson Street Raritan, NJ 08869</p>	<p>Eric Jenkusky Spark Management Resources 112 Central Avenue Oneonta, NY 13820</p>		
<p>Region 3. Frank Donati Whiteoak Turf Care 5290 Fisher Crest Lane Richmond, VA 23231 (804) 795-2040</p>	<p>Felix J. Jackson DataProbe Technical Service 9722 Groffs Mill Dr., Suite 110 Owings Mills, MD 21117 (443)-831-3047</p>	<p>Pamela Mazza Chair Piliro, Mazza & Pargament 888 17th St. NW, Suite 1100 Washington, DC 20006</p>	<p>Frank A. Ursomarso, Sr. Union Park Automotive Group, Inc. P. O. Box 2508 Wilmington, Delaware 19805 (302) 573 5202</p>	
<p>Region 4 George Dobbins, Jr. Southern Communications Systems Five North Third Street Memphis, TN 38103 (901) 523-7236</p>	<p>Paul Hsu, Ph.D. Manufacturing Technology, Inc. 70 Ready Avenue, N.W. Fort Walton Beach, FL 32548 (850) 664-6007</p>	<p>Stanley L. King S. L. King and Associates 34 Peachtree Street, NW Suite 1000 Atlanta, GA 30303</p>	<p>R. Bruce McCrory Chair Kiker Corporation 3150 Lees Lane Mobile, AL 36693-5227 (251) 661-1971</p>	<p>Douglas McFarland Radio Station 98.9 - Charleston 926 Trowman Lane Mt. Pleasant, SC 29464 (843) 767-8100</p>
<p>Region 5. Edward Aprahamian 4201 N. Oakland Ave, 2nd Fl Shorewood, WI 53211</p>	<p>Lyle J. Clemenson Chair Clemenson Enterprises, Inc PO Box 406 Brookly Park, MN 55445 (763) 425-1167</p>	<p>Lloyd E. Falconer Seward Screw Products, Inc. 16377 Third Street Seward, IL 61077 P: 815-247-8411</p>	<p>Doug Hilbert Professional Technical Development 3001 Coolidge Rd, Ste 403 East Lansing, MI 48823 (517) 333-9363, Ext. 12</p>	
<p>Region 6. Jose Cuevas, Jr. JumBurrto 1701 N. Big Spring Street Midland, TX 79701 (915) 520-3529</p>	<p>Regina N. Hamilton Jones, Walker, Waechter, Poitevant Carrere and Denegre, LLP 8555 United Plaza Blvd, 5th Fl Baton, Rouge, LA (225) 248-2088</p>	<p>Harold McAlpine Christmas Tree Farm 197 christmas Tree Land Bismark, AR 71929 (501) 865-3731</p>	<p>A. Joseph Shepard Chair Regent Capital Partners, Inc. 6611 Hillcrest Avenue, #501 Dallas, TX 75205-1301</p>	<p>Mary Ann Weems Weems Galleries and Framing 2509 Don Juan Loop, N.E. Albuquerque, NM 87112</p>
<p>Region 7. Paul Kinyon Chair Realty Advisors LLC 4800 N. River Blvd. NE, Ste 200 Cedar Rapids, IA 52411</p>	<p>Jeanette Prenger ECCO Select 3101 Broadway, Suite 460 Kansas City, MO 64111</p>	<p>James J. Ziebarth RR 1, Box 14A Wilcox, NE 68982</p>		
<p>Region 8. Salvador Gomez, Jr. Source One Management ,Inc 1225 17th St Suite 1500 Denver, CO 80202 (303) 832-8600</p>	<p>James J. Larsen Chair Sioux Steam Cleaner Corp One Sioux Plaza Beresford, SD 57004</p>	<p>Brenda Mosher Interim Health Care of Wyoming 1010 East First St, Suite A Casper, WY 82601 (307) 577-8041</p>	<p>Michael Stransky, FAIA 375 West 200 South, Ste 100 Salt Lake City, UT 84101</p>	<p>Nancy Warneke-Gaynor 1992 KM Ranch Road Whitefish, MT 59937</p>
<p>Region 9. Patricia A. Chevalier Blue Hawaiian Helicopters 105 Kahului Heliport Kahului, HI 96732 (808) 871-8844</p>	<p>Barry M. Gold Chair 2402 Michelson, Ste 225 Irvine, CA 92612-1323</p>	<p>Robert L. Gore Becker Realty Corporation 50 S. Jones Blvd Las Vegas, NV 89107 (949) 260-8070</p>	<p>Kimberly King King Security Services 323 Geary Street Suite 606 San Francisco, CA 94102</p>	
<p>Region 10. Michael Dahmer Systems Associates, Inc. 573 Glacier Drive (PO Box F) Jerome, ID 83338</p>	<p>Carl Grossman Public Private Partnerships, Inc. 4800 SW Macadam Avenue, Suite 309 Portland, OR 97239 (503) 219-9500</p>	<p>Sue Linford Linford of Alaska, Inc 135 Cordova Anchorage Anchorage, AK 99501</p>	<p>Milford E. Terrell DeBest Plumbing & Mechanical, Inc 11477 W. President Dr. Boise, ID 83713 (208) 322-4844</p>	<p>Shiao-Yen Wu 9500 Roosevelt Way NE No. 100 Seattle, WA 98115</p>

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 Items # I-13 and 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: **Jonathan Binder** at (202) 564-2516. 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: **Jon Silberman** at (202) 564-2429. Policy is available by calling (800) 368-5888 or online at <http://www.epa.gov/compliance/incentives/smallbusiness/index.html>.

► ENFORCEMENT RESPONSE POLICY

EPA's *Enforcement Response Policy* (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: **Jonathan Binder** at (202) 564-2516. 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

Revised on 5/19/04

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 civil 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). As of April 30, 2004, no business has been assessed a penalty for economic benefit 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.

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: Does EPA coordinate with states in implementing the Small Business Compliance Policy?

A. Whenever a State agency or Tribe provides a penalty waiver or mitigation or a correction period to a small business pursuant to the Small Business Compliance Policy or a compatible state or tribal policy, that State or Tribe should notify the appropriate EPA Region to ensure coordination and to request that EPA defer to that action. Similarly, EPA will notify the appropriate State agency or Tribe whenever EPA applies this policy to ensure coordination and request the State or Tribe defer to EPA's action.

Q: How does 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:	Frank Fritz	215-814-2664	David Byro	215-814-5563
Region 4:	Carol Bachon Greg Tan	404-562-9528 404-562-9697	Annette Hill	404-562-8287
Region 5:	Linda Mangrum Richard Murawski	312-353-2071 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:	Donna Arthur	303-312-6954	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?

B. 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 Jonathan Binder, 202-564-2516.**

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

A. For the Small Business Compliance Policy go to www.epa.gov/compliance/incentives/smallbusiness and for general information about EPA's compliance assistance program go to www.epa.gov/compliance.

EPA'S REVISED AUDIT POLICY – Effective May 11, 2000

General Information

Formal Title: “Incentives for Self-Policing: Discovery, Disclosure, Correction and Prevention of Violations”

Citation: 65 FR 19,617 (April 11, 2000)

Web Site: www.epa.gov/oeca/auditpol.html

Purpose – To encourage regulated entities to voluntarily discover, disclose, correct and prevent violations of Federal environmental requirements

Incentives Available Under the Audit Policy

Penalty mitigation – Entities that meet all of the conditions contained in the Audit Policy are eligible for 100% mitigation of all gravity-based penalties. Entities that meet all of the conditions except for “systematic discovery” of violations are eligible for 75% penalty mitigation. EPA retains its discretion to collect any economic benefit that may have been realized as a result of noncompliance.

No recommendation for criminal prosecution – For entities that disclose violations of criminal law and meet all applicable conditions under the Policy, the Agency will refrain from recommending criminal prosecution for the disclosing entity.

No routine requests for audit reports – In general, EPA will not request audit reports from those who disclose under the Audit Policy.

To Make a Disclosure Under the Audit Policy

Disclosures of civil violations should be made to the EPA Region in which the entity or facility is located or, where multiple Regions are involved, to EPA Headquarters. For more information, contact Leslie Jones at 202-564-5123.

Disclosures of criminal violations should be made to the appropriate EPA criminal investigation division, to EPA Headquarters, or to the U.S. Department of Justice. For more information, contact Michael Penders at 202-564-2526. **Conditions of the Audit Policy** – Entities that satisfy the following conditions are eligible for Audit Policy benefits. (Note: entities that fail to meet the first condition – systematic discovery – are eligible for 75% penalty mitigation and for no recommendation for criminal recommendation).

Systematic discovery of the violation through an environmental audit or a compliance management system.

Voluntary discovery, that is, not through a legally required monitoring, sampling or auditing procedure.

Prompt disclosure in writing to EPA within 21 days of discovery or such shorter time as may be required by law (discovery occurs when any officer, director, employee or agent of the facility has an objectively reasonable basis for believing that a violation has or may have occurred).

Independent discovery and disclosure, before EPA likely would have identified the violation through its own investigation or based on information provided by a third-party.

Correction and remediation within 60 calendar days, in most cases, from the date of discovery.

Prevent recurrence of the violation.

Repeat violations are ineligible, that is, those that have occurred at the same facility within the past 3 years or those that have occurred as part of a pattern of violations within the past 5 years at another facility(ies) owned or operated by the same company; if the facility has been newly acquired, the existence of a violation prior to acquisition does not trigger the repeat violations exclusion.

Certain types of violations are ineligible – those that result in serious actual harm, those that may have presented an imminent and substantial endangerment, and those that violate the specific terms of an administrative or judicial order or consent agreement.

Cooperation by the disclosing entity is required.

For more information on this policy, contact **Jon Silberman** at (202) 564-2429.

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 29% increase from FY 2002 to FY 2003. Better yet, 90% 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, 71% of the assistance provider community took one or more actions as a result of Center use (e.g., provided fact sheets; helped client change a process or practice.) Benefits of these actions are two fold: 1) the regulated community saves money and; 2) the environment is improved. 79% of the assistance provider community respondents indicated an environmental improvement from actions taken as a result of Center use.

New Federal Facilities Environmental Stewardship and Compliance Assistance Center

EPA's Federal Facilities Enforcement Office (FFEO) signed an intergovernmental agreement with the Army Corps of Engineers Construction Engineering Research Laboratory (CERL) to develop, launch and manage the new Federal Facilities Environmental Stewardship and Compliance Assistance Center.

The Federal Facilities Environmental Stewardship and Compliance Assistance Center will replace and expand the capabilities of FedSite (<http://www.epa.gov/fedsite>). The new Center will provide expanded interactive capabilities targeted to meet the federal community's growing environmental compliance needs. Eventually, the new Center will be governed by federal agencies who will direct the Center and its activities. Launch of the new Center is expected later this year. For more information, contact Mike Shields at: 202-564-9035 or shields.mike@epa.gov.

New Compliance Assistance Center for the Healthcare Industry

A new Center will soon be available to serve the healthcare industry, one of the largest industries in the nation, with over half a million facilities employing twelve million people. Healthcare establishments face a variety of environmental compliance challenges, including proper classification and handling of a bewildering variety of wastes. The Center is being developed by the National Center for Manufacturing Sciences (NCMS) in partnership with Hospitals for a Healthy Environment (H2E). For more information, contact Paul Chalmer at NCMS, (734) 995-4911, paulc@ncms.org, or Laura Brannen at H2E, (603) 643-6700, laura.brannen@valley.net.

Environmental Compliance for Automotive Recyclers (ECAR)

Do you have questions regarding automotive recycling environmental compliance issues? Don't miss ECAR's new list of frequently asked questions and get the answers you need to understand your regulatory obligations. Also, regulatory information for several new states has been added to the ECAR Tour, including Texas, Washington, Minnesota, Ohio, and Michigan. More state fact sheets will be routinely posted, so be sure to check back often.



DaimlerChrysler, Automotive Youth Educational Systems Add S/P2

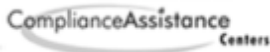
DaimlerChrysler Corporation's "College Automotive Program" (CAP) and the Automotive Youth Educational Systems (AYES) have added the S/P2 online training in Safety and Pollution Prevention offered by the Coordinating Committee For Automotive Repair to their curriculum. The DaimlerChrysler CAP is a two-year, Associate Degree program available at more than 30 colleges across the United States. In addition, S/P2 has been adopted by FIX Auto, North America's largest network of independent collision repair centers.



Printers' National Environmental Assistance Center: Don't miss PNEAC's new fact sheets:

- A Clean Look at Anilox Cleaning Systems
- How to Reduce, Reuse, and Recycle Lithographic Ink Wastes
- Printing Industry Manuals on Compliance, Pollution Prevention (P2) & Processes
- Reduce Image Processing Costs: Minimizing Waste And Recover Silver
- U.S. DOT Site Security Plan and Training Requirements for Printers





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

Visit all Centers at www.assistancecenters.net

Border Center: A web site for businesses importing hazardous waste across the U.S.-Mexican Border, with information to help them understand & comply with environmental regulations.
www.bordercenter.org



Construction Industry Compliance Assistance Center: An environmental compliance assistance web site for contractors and builders/developers.
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



ChemAlliance: Provides innovative web site features to direct chemical manufacturers to compliance assistance information and resources.
www.chemalliance.org



Environmental Compliance for Automotive Recyclers: Provides plain language explanation of environmental regulations affecting automotive recyclers.
www.ECARcenter.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



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

National Metal Finishing Resource Center: Provides comprehensive environmental compliance and technical assistance to the metal finishing industry.
www.nmfrc.org



Paints & Coatings Resource Center: Provides regulatory compliance and P2 information to organic coating facilities.
www.paintcenter.org



Printed Wiring Board Resource Center: Provides regulatory compliance and P2 information to printed wiring board manufacturers.
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



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



FedSite: Serves as the "first stop" for information about environmental laws and regulations that affect Federal departments and agencies.
www.epa.gov/fedsite



Compliance Assistance Centers

For more information, contact Tracy Back:
202-564-7076 or back.tracy@epa.gov

WHERE TO CALL FOR MORE INFORMATION AND HELP

EPA SMALL BUSINESS OMBUDSMAN

Toll Free
(800) 368-5888

Local and DC Area
(202) 566-2855

Fax
(202) 566-2848

smallbiz.ombudsman@epa.gov

Homepage www.epa.gov/sbo

asbestos.ombudsman@epa.gov

EPA Web Pages and Hotlines

Phone Number

● □ National Service Center for Environmental Publications	800-490-9198
(www.epa.gov/ncepihom/)	513-489-8190
● □ Indoor Air Quality Information Clearinghouse	800-438-4318
(www.epa.gov/iaq)	
● □ Radon	800-767-7236
(www.epa.gov/iaq/radon)	
● □ EPA Energy Star	888-782-7937
(www.energystar.gov)	
● □ Clean Air Technology Center	919-541-0800 (English)
(www.epa.gov/ttn/catc)	919-541-1800 (Spanish)
● □ Office of Transportation and Air Quality	734-214-4333
(www.epa.gov/omswww)	
● □ Emission Measurement Center	919-541-0200
(www.epa.gov/ttn/emc)	
● □ Stratospheric Ozone Information	800-296-1996
(www.epa.gov/ozone)	
● □ Acid Rain (emission trading, auctions, Information)	202-343-9620
(www.epa.gov/airmarkets)	
● □ Safe Drinking Water Hotline	800-426-4791
(www.epa.gov/safewater)	
● □ National Small Flows Clearinghouse (WV Univ)	800-624-8301
(www.nsfv.wvu.edu)	
● □ Storm Water Phase II Information	866-352-7755
● □ Water Resource Center	202-566-1729
● □ National Solid & Hazardous Waste Ombudsman	800-424-9346
Washington Metro Area	703-412-9810
● □ Wetlands Information	800-832-7828
(www.epa.gov/owow/wetlands)	
● □ U.S. EPA RCRA, Superfund & Underground Storage Tanks Hotline	800-424-9346
Washington Metro Area	703-412-9810
(www.epa.gov/epaoswer/hotline/)	
● □ Emergency Planning & Community Right to Know Title III (EPCRA)	800-424-9346
● □ Toxic Substance Control Act (TSCA) Information Service	202-554-1404
● □ Office of Pesticide Program Registration Division (Ombudsman)	703-305-5446
(www.epa.gov/pesticides)	
● □ Bio-Pesticide Contact	703-305-7973
(www.epa.gov/pesticides/biopesticides)	
● □ National Pesticide Information Center	800-858-7378
(Http://npic.orst.edu/index/html)	
● □ EPA Waste Wise/Waste Reduction	800-372-9473
(www.epa.gov/wastewise)	
● □ Office of Environmental Justice Information Line	800-962-6215
● □ Chemical Emergency Preparedness, Prevention & Response Office	202-564-8600
(CEPPO) Small Business Liaison	
(www.epa.gov/ceppo)	
● □ Small Business Innovation Research (SBIR)	800-490-9194
(http://es.epa.gov/ncerqa/sbir)	
● □ EPA Inspector General (IG)	888-546-8740
(www.epa.gov/oigearth)	
● □ Compliance Assistance Centers	202-564-7076
(http://www.assistancecenters.net)	
● □ Small and Disadvantaged Business Utilization	202-564-4100
(www.epa.gov/osdbu)	

OTHER WEBSITES & HOTLINES

Phone Number

- Small Business Environmental Home Page (412) 992-5349
(www.smallbiz-enviroweb.org)
- Recycling Hotline (800) 253-2687
(www.recycle.net/recycle)
- National Technical Information Service (NTIS) (800) 553-6847
(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)
- Department of Energy (DOE)--National Alternative Fuels Hotline (800) 423-1363
(www.afdc.nrel.gov/hotline.html)
- Energy-efficiency & Renewable Energy Clearinghouse (800) 363-3732
(Operated by the DOE)
(www.eren.doe.gov)
- DOT--Hazardous Materials. (800) 467-4922
(<http://hazmat.dot.gov>)
- CHEMTREC Chemical Transportation Emergency Line, operated by (800) 262-8200
Chemical Manufacturers Association
([Http://chemtrec.org](http://chemtrec.org))
- Center for Management Courses on ISO 9000/14000 (800) 745-5565
www.ceem.com
- National Lead Technical Information Center (800) 424-5323
(www.epa.gov/lead/nlic.htm)
- Small Business Administration (800) 827-5722
(www.sba.gov)
- Regulatory Fairness Boards (SBA) (888) 734-3247
(www.sba.gov/ombudsman)
- Occupational Safety & Health Administration (OSHA) (800) 321-6742
(Worker Safety Referral Services)
(www.osha.gov)
- American Lung Association (800) 577-LUNG
(www.lungusa.org)
- Consumer Product Safety Commission (800) 638-2772
(www.cpsc.gov)
- Radon Auto Emission & Sun Safety(National Safety Council) (800) 557-2366
(www.nsc.org/ehc/radon.htm)
- INFOTERRA/USA (202) 566-0544
(www.epa.gov/INFOTERRA)
- Government Printing Office (202) 512-1800
(www.gpo.gov/#info)
- National Institute of Occupational Safety and Health (800) 356-4674
(www.cdc.gov/niosh/homepage.html)
- National Environmental Service Center (Water) (800) 624-8301
(www.estd.wvu.edu/netc/netcsc_homepage.html)
- American Association of Poison Control Centers (800) 222-1222
(www.aapcc.org)

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

July 2004

EPA SMALL BUSINESS CONTACTS AND PROJECTS

Office of Air and Radiation

Air Control Technology Assistance Center	919-541-0800
Dennis Doll (Satellite Broadcasts/Training)	919-541-5693
Jerry Lawson (Energy Star - Small Business)	202-564-9314
Karen Blanchard (Program Review)	919-541-5503
Kim Teal (Coatings Rules)	919-541-5580
Lalit Banker (Federal Small Business Assistance)	919-541-5420
Racqueline Shelton (New Source Review Program)	919-541-7858
State SBO/SBAP CAAA Section 507 Contacts	Separate listing
Steven Hitte (Title V Deferrals)	919-541-0886
Tom Eagles (Regulatory Steering Committee)	202-564-1952

Office of Water

Carey Johnston, Lead (Metal Products and Machinery Rule)	202-566-1014
Deborah McCray (Small Systems & Tech. Assist Ctrs-(TACs)	202-564-3843
Jan Pickrel (Pretreatment Streamlining Rule)	202-564-7904
Jim Horne (Environmental Management Systems)	202-564-0571
John Flowers (Water Alliance for Voluntary Efficiency)	202-564-0624
Sandy Evalenko (Regulatory Steering Committee)	202-564-0264
Kitty Miller (Water Policy)	202-564-0474
Marta Jordan (Concentrated Aquatic Animal Production)	202-566-1049
Michael Osinki (Point of Contact for Small Systems)	202-564-3792
Paul Shriner (Concentrated Animal Feeding Operations,CAFO)	202-566-1076
Shari Barash, Alternate (Metal Products and Machinery Rule)	202-566-0996
Tom Grubbs (Stage 1 DBPR Small Systems Compliance Guide)	202-564-5262
Wendy Bell (Stormwater Permits/Phase II)	202-564-0746

Office of Prevention, Pesticides & Toxic Substances

Angela Hofmann (Regulatory Steering Committee)	202-564-0258
Beth Anderson (Pollution Prevention Resource Exchange)	202-564-8833
Bob Torla (Biopesticides Ombudsman)	703-308-8098
Chris Kent (Pollution Prevention/P2 State Coordinator)	202-564-8842
David Giamporcaro (OPPT Industry/Small Business Liaison)	202-564-8107
Deborah Savage (Tellus Institute/Environmental Accounting)	617-266-5400
John Myers (Reg-in-a-Box)	202-564-8624
Karen Chu (Design for the Environment)	202-564-8773
Lena Ferris (Pollution Prevention)	202-564-8831
Linda Arrington (Pesticides Ombudsman)	703-305-5446
Michael Hardy (Antimicrobial Ombudsman)	703-308-6432
Priscilla Flattery (General)	202-564-2718
State P2 Technical Assistance Programs	Separate listing

Office of Solid Waste and Emergency Response

Anita Cummings (Waste Minimization)	703-308-8303
Breeda Reilly (112r Risk Management Plans, EPCRA 311-312, and Integrated Contingency Plan—"One Plan")	202-564-7983
Carolyn Offutt (Superfund Brochures)	703-603-8797

David Nicholas (Brownfields/General)	202-566-1927
Gerain Perry (Regulatory Steering Committee)	202-566-1929
Jackie Tenusak (SPCC, General)	202-566-1926
Linda Garczynski (Brownfields)	202-566-2731
Patricia Washington (OSWER Brochures)	703-308-0497
EPA Regional Public Liaison for Superfund, RCRA, OSWER Issues (formerly Regional Superfund RCRA Ombudsmen)	Separate listing
Terry Grist (Recycling)	703-308-7257
Paul Connor (Underground Storage Tanks)	202-564-5114

Office of Enforcement and Compliance Assurance

Jonathan Binder (Small Business Policy)	202-564-2516
Melissa Marshall (SBREFA 222 RegFair Program)	202-564-7971
Barry Hill (Environmental Justice)	202-564-2515
Beth Cavalier (Supplemental Environmental Compliance)	202-564-3271
Brian Moss (Homeland Security)	202-564-6019
David Nielsen (UST Enforcement)	202-564-4022
Gerard C. Kraus (Regulatory Steering Committee)	202-564-6047
James Edward (Compliance Assistance General)	202-564-2462
Joanne Berman (Compliance Assistance Plan)	202-564-7064
Jon Silberman (Audit Policy)	202-564-2429
Karin Leff (Compliance Assistance-Cross Cutting Issues)	202-564-7068
Rochele Kadish (Compliance Assistance Measurement)	202-564-3106
Lynn Vendinello (Performance Measurement)	202-565-7066
Nicholas Targ (Environmental Justice)	202-564-2406
Rebecca Barclay (Inventory of EPA's Planned Compliance Assistance Activities)	202-564-7063
Richard Satterfield (Audit Protocols)	202-564-2456
Robert Knox (Environmental Justice)	202-564-2515
Tracy Back (Compliance Assistance Centers)	202-564-7076

Office of Research and Development

Connie Bosma (Steering Committee)	202-564-6773
Jim Gallup (Small Business Innovative Research (SBIR))	202-564-6823
Theresa Harten (Environmental Technology Verification)	513-569-7565

Office of Congressional and Intergovernmental Relation

Reynold Meni (Small Business Issues)	202-564-3669
Mark Stevens (Legislative Counsel)	202-564-3707
Paul Guthrie (Regulatory Steering Committee)	202-564-3649

Office of General Counsel

Debbie Dalton (Dispute Resolution/Reg-Neg)	202-564-2913
Hale Hawbecker (Small Business)	202-564-5546
James Nelson (General)	202-564-5532
Mark Kataoka (Regulatory Steering Committee)	202-564-5584

Office of Administration and Resources Management

& Office of Acquisition Management

Corrine Sisneros (Competition Advocate)	202-564-4321
Judy F. Davis (Acquisition Management)	202-564-4310
Len Bechtel (Regulatory Steering Committee)	202-564-1867

Office of Small and Disadvantaged Business Utilization

Jeanette Brown (Procurement Opportunities) 202-564-4100
Patricia Durrant (National Training Officer) 202-564-4444

Office of Environmental Information

Alan Margolis (Confidential Business Information (CBI) Rule) 202-566-1644
Amy Newman (TRI Outreach, Web Issues, and
Regional/State Coordination) 202-566-0723
Bruce Madariaga (Small Business Economic Impact
Assessment for TRI Rules) 202-566-0650
Christine Augustyniak (Small Business Economic Impact
Assessment for TRI Rules) 202-566-0634
Connie Dwyer (Central Data Exchange) 202-566-1691
Constance Downs (Information Strategies) 202-566-1640
Gail Froiman (PBT Rule Implementation Guidance) 202-566-0677
I Mei Chan (Regulatory Steering Committee) 202-566-2103
John Dombrowski (TRI Compliance Assistance) 202-566-0742
Rick Westlund (Paperwork Reduction Act) 202-566-1682

Office of State/Local Relations

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

Office of Policy, Economics and Innovation

Al McGartland (Nat'l Center for Environmental Economics) 202-566-2244
Alexander Cristofaro (Regulatory & Policy Review) 202-564-7253
Angela Suber (Outreach and Assistance Coordinator) 202-566-2827
Brett Snyder (Small Business Economics) 202-566-2261
Catherine Tunis (Voluntary Programs/Measurement/Recognition) 202-566-2830
Cheryl Hawkins (Voluntary Programs) 202-566-2803
Dan Fiorino (Performance Incentives) 202-566-2869
Daniel Eddinger (Innovative Approaches) 202-566-2820
Elsa Bishop (Marketing Communities & Training) 202-566-2824
Geoffrey Anderson (Smart Growth) 202-566-2832
George Wyeth (Environmental Management Systems) 202-566-2203
Gerald Filbin (Community-based Environmental Protection) 202-566-2182
Greg Ondich (Environmental Results Program) 202-566-2215
Jay Benforado (Environmental Innovations) 202-566-2800
James Malcolm (Hazardous Waste/Pesticides--TRI-EPCRA) 202-566-2821
Joan Crawford (SBREFA Issues) 202-564-6568
Julie Spyres (Performance Track) 202-566-2885
Karen Brown (Small Business Ombudsman,
Small Business Point of Contact & CAA 507 Programs) 202-566-2816
Ken Munis (Regulatory Steering Committee) 202-564-6581
Lanelle Wiggins (Economist--Natl. Ctr for Env. Economics) 202-566-2372
Larry Tessier (Asbestos/Lead/Radon/Indoor Air/Mold) 202-566-2829
Pat Bonner (Public Involvement Policy) 202-566-2204
Paul Lapsley (Regulatory Management Issues) 202-564-5480
Phil Schwartz (Regulatory Agenda & Plan) 202-564-6564

Robert Benson (Industry Sector Based Partnership Programs)	202-566-2954
Sandy Germann (Senior Advisory for Communications)	919-541-3061
Stuart Miles-McLean (Regulatory & Policy Review)	202-564-6581
Tom Nakley (Water/Agriculture)	202-566-2826

Small Business Regional Liaisons

Dwight Peavey	(Region 1)	617-918-1829
Ronald Lockwood	(Region 2)	212-637-3413
David Byro	(Region 3)	800-228-8711/(215) 814-5563
Annette Hill	(Region 4)	404-562-8287
Glynis Zywicki	(Region 5)	312-886-4571
David Gray	(Region 6)	800-887-6063 (214) 665-2200
Jan Lambert	(Region 7)	913-551-7768
Maureen Kiely	(Region 8)	303-312-6262
Angela Baranco-Mason	(Region 9)	415-947-4262
Robyn Meeker	(Region 10)	206-553-7154

Regional Regulatory Contacts

Robyn McCarville	(Region 1)	617-918-1182
Olga Maisonet	(Region 2)	212-637-3572
Marilyn Fisher	(Region 3)	215-814-5263
Annette Hill	(Region 4)	404-562-8287
Terry Stanuch	(Region 5)	312-886-8044
Leticia Lane	(Region 6)	214-665-7202
Alice Todd	(Region 7)	913-551-7304
Sonya Moore	(Region 8)	303-312-6825
Elizabeth Armour	(Region 9)	415-947-4264
Robyn Meeker	(Region 10)	206-553-7154

Compliance Assistance Coordinators

Mary Dever	(Region 1)	617-918-1717
Deborah Meyer	(Region 2)	212-637-3521
Betty Barnes	(Region 3)	215-814-3447
Delane Anderson	(Region 4)	404-562-9681
Linda Mangrum	(Region 5)	312-353-2071
Bonnie Romo	(Region 6)	214-665-8323
Carol Levalley	(Region 7)	913-551-7610
Liz Rogers	(Region 8)	303-312-6974
Angela Baranco	(Region 9)	415-947-4262
Robyn Meeker	(Region 10)	206-553-7154



Small Business Assistance Programs

Small Business Stationary Source Technical and Environmental Compliance Assistance Program, 507 Programs, Compliance Assistance Provider, Technical Assistance Programs, Small Business 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 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 0-40 depending on the particular state. The average SBAP operates with a staff of two.



Program Budgets

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



Steering the Future of the SBAPs

In 1995, the SBAPs 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 SBAP service providers. The Steering Committee provides a vehicle for identifying and resolving problems faced by the SBAPs.



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

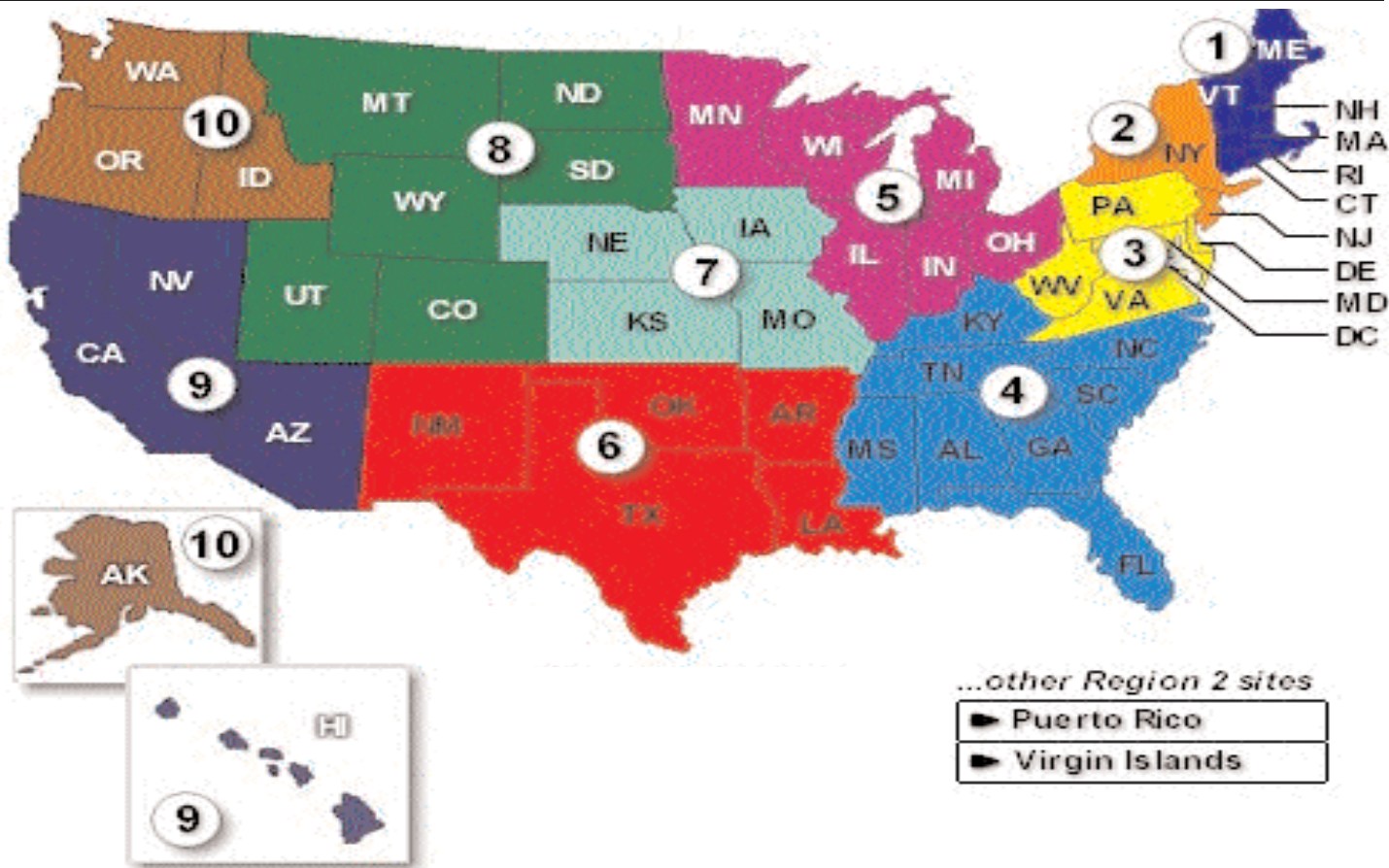
brown.karen@epa.gov

2004 Steering Committee Representatives and Alternates

- Region 1: Ron Dyer (ME)
Judy Mirro (VT)
- Region 2: Jasmine Blyden (VI)
- Region 3: Richard Rasmussen (VA)
Terry Polen (WV)
- Region 4: Tony Pendola (NC)
Willie Morgan (SC)
- Region 5: Phyllis Strong (MN)
Renee Lesjak Bashel (WI)
- Region 6: Darren Morrissey (AR)
Larry Lashley (LA)
- Region 7: Dan Nickey (IA)
Tom Franklin (NE)
- Region 8: Nick Melliadis (CO)
Dan Clark (WY)
- Region 9: Robert White (CA)
Terrell Ferreira (CA)
- Region 10: Sally Tarowsky (ID)
Linda Hayes-Gorman (OR)

Chairman: Mark Shanahan (OH)
mark.shanahan@aqda.state.oh.us

Vice Chairman: Ron Dyer (ME)
ron.e.dyer@state.me.us



State Small Business Ombudsman/Small Business Assistance Programs

ALABAMA

Gary Ellis, (SBO)
Office of Education and Outreach
AL Department of Environmental
Management
P.O. Box 301463
Montgomery, AL 36130-1463
334-394-4352
334-394-4383 (F)
800-533-2336 (N)
gle@adem.state.al.us

Mike Sherman (SBAP)
Air Division
AL Department of Environmental
Management
P.O. Box 301463
Montgomery, AL 36130-1463
334-271-7873
334-279-3044 (F)
800-533-2336 (N)
mhs@adem.state.al.us

ALASKA

Bill Smyth (SBO)
AK DEC
610 University Avenue
Fairbanks, AK 99709
907-451-2177
907-451-2188 (F)
800 520-2332 (S)
Bill_smyth@dec.state.ak.us

ARIZONA

Brian Davidson (SBO)
Deputy Director, Air Quality
Division
1110 West Washington Street
Phoenix, AZ 85007
602-771-2365
800-234-5677 (S)
davidson.brian@ev.state.az.us

MARICOPA COUNTY

Richard Polito (SBAP)
Maricopa County SBEAP
1001 N. Central, Suite 500
Phoenix, AZ 85004
602-506-5102
602-506-7303 (F)
rpolito@mail.maricopa.gov

ARKANSAS

Ron Alexander (SBO/SBAP)
Department of Environmental
Quality
P.O. Box 8913
8001 National Drive
Little Rock, AR 72219-8913
501-682-0866
501-682-0880 (F)
888-233-0326 (N)
alexander@adeq.state.ar.us

CALIFORNIA

Kathleen Tschogl (SBO)
Ombudsman
Air Resources Board
1001 I St
P.O. Box 2815
Sacramento, CA 95814
916-323-6791
916-322-4737 (F)
800-272-4572 (S)
kschogl@arb.ca.gov

Terrell D. Feirra (SBAP)
Air Resources Board
1001 I St
P.O. Box 2815
Sacramento, CA 95814
916-322-2467
916-322-4737 (F)
tferreir@arb.ca.gov

SOUTH COAST

Anupom Ganguli (SBO)
Public Advisor
South Coast Management District
Small Business Ombudsman
Offic21865 E. Copley Drive
Diamond Bar, CA 91765
909-396-3185
909-396-3335 (F)
800-388-2121 (S)
aganguli@aqmd.gov

COLORADO

Nick Melliadis (SBO)
CDPHE
OCS-INF-A1
4300 Cherry Creek Drive, South
Denver, CO 80246-1530
303-692-2135
303-691-1979 (F)
800-886-7689 (S)
nick.melliadis@state.co.us

Joni Canterbury (SBAP)

CDPHE
APCD/55/B-1
4300 Cherry Creek Drive, South
Denver, CO 80246-1530
303-692-3175
303-782-0278 (F)
joni.canterbury@state.co.us

CONNECTICUT

Robert Kaliszewski (SBO)
Small Business Ombudsman
Department of Environmental
Protection
79 Elm Street
Hartford, CT 06106-5127
860-424-3003
860-424-4153 (F)
robert.kaliszewski@po.state.ct.us

Jo-Ann Smith (SBAP)
Permit Assistance Office
CT Department of Environmental
Protection
79 Elm Street
Hartford, CT 06106-5127
860 424-3003
860 424-4153
joann.smith@po.state.ct.us

DELAWARE

Kim Finch (SBO/SBAP)
DE DNRC
89 Kings Highway
Dover, DE 19901
302-739-6400
302-739-6242 (F)
kimberly.finch@state.de.us

DISTRICT OF COLUMBIA

Sandra Handon, (SBO)
DC Dept of Health/EHA
Air Quality Division
51 N Street, N.E., 5th Floor
Washington, DC 20002
202 535-1722
202 535-1371(F)
sandra.handon@dc.gov

Olivia Achuko (SBAP)
Air Quality Division
EHA/Department of Health
51 N Street, NE, 5th Floor
Washington, DC 20002
202 535-2997
202 535-1371(F)
olivia.achuko@dc.gov

FLORIDA

Stephen McKeough (SBO/SBAP)
FL SBAP Technical Advisor
Division of Air Resources
Management
2600 Blair Stone Road, MS-5510
Tallahassee, FL 32399-2400
850-921-9539
850-922-6979 (F)
800-722-7457 (S)
stephen.mckeough@dep.state.fl.us

GEORGIA

Anita Dorsey-Word (SBO)
GA SBAP
DNR/EPD
4244 International Parkway, Suite
120
Atlanta, GA 30354
404-362-4842
1-877-427-6255 (Toll Free)
404-363-7100 (F)
adword@mail.dnr.state.ga.us

Lee Tate (SBAP)

GA SBAP
DNR/EPD
4244 International Parkway, Ste 120
404-362-4854
404-463-7100 (F)
lee_tate@mail.dnr.ga.us

HAWAII

Patrick Felling (SBO)
Environmental Ombudsman
Compliance Assistance Office
Hawaii Department of Health
PO Box 3378
Honolulu, HI 96801
808-586-4528
808-586-7236 (F)
cao@eha.health.state.hi.us

Robert Tam (SBAP)
HI Department of Health
Clean Air Branch
PO Box 3378
Honolulu, HI 96801
808-586-4200
808-586-4359 (F)
rtam@emd.health.state.hi.us

IDAHO

Sally Tarowsky (SBO/SBAP)
Environmental Assistance
Coordinator
Idaho Small Business
Development Center
Boise State University
1910 University Drive
Boise, Idaho 83725-1655
Phone: (208) 426-1839
Fax: (208) 426-3877
sallytarowsky@boisestate.edu

ILLINOIS

Donald Squires (SBO)
Illinois EPA/DAPC
Small Business Ombudsman
P.O. Box 19276
Springfield, IL 62794-9276
217-785-1625
217-785-8346 (F)
888-372-1996 (S)
don.squires@epa.state.il.us

Roslyn Jackson (SBAP)
Small Business Env Assistance
Program Dept of Commerce &
Economic Opportunity
620 East Adams, 4th Floor
Springfield, IL 62701
217-524-0169
217-557-2853(F)
800-252-3998 (S)
roslyn_jackson@illinoisbiz.biz

INDIANA

Tonya Galbraith (SBO)
Director
Business & Legislative Relations
IDEM
100 N. Senate
PO Box 6105
Indianapolis, IN 46206-6015
317-233-5898
317-233-6647 (F)
800-988-7901 (S)
tgalbrai@dem.state.in.us

Marc Hancock (SBAP)
IDEM - CTAP
P.O. Box 7095
402 Washington Street
Rm. W-041
Indianapolis, IN 46207-7095
317-233-6663
317-233-5627 (F)
800-988-7901 (S)
mhancock@dem.state.in.us

IOWA

Wendy Walker (SBO)
Small Business Air Quality Liaison
Iowa Department of Economic
Development
200 E. Grand Avenue
Des Moines, IA 50309
515-242-4761 or 800-351-4668 (N)
515-242-4795 (F)
wendy.walker@ided.state.ia.us

John Konefes (SBAP)
IA Waste Reduction Center
University of Northern Iowa
1005 Technology Parkway
Cedar Falls, IA 50613-6951
319-273-8905
319-268-3733 (F)
800-422-3109 (S)
konefes@uni.edu

KANSAS

Cathy Colglazier (SBO)
Environmental Ombudsman
Kansas Dept of Health and Environment
1000 SW Jackson Street, Suite 430
Topeka, KS 66612
785-296-0669
785-291-3266 (F)
800-357-6087 (N)
ccolglaz@kdhe.state.ks.us

Nancy Larson (SBAP)
P2 Specialist
K-State Pollution Prevention Institute
7001 W. 21st St. North
Wichita, KS 67205
316-722-7721
316-722-7727 (F)
800-578-8898 (N)
nlarson@ksu.edu

KENTUCKY

Rose Marie Wilmoth (SBO)
Air Quality Representative for Small
Business
Office of Commissioner
Department for Environmental
Protection
14 Reilly Road
Frankfort, KY 40601
502-564-2150, x128
502-564-4245 (F)
800-926-8111 (N)
RoseMarie.Wilmoth@ky.gov

State Small Business Ombudsman/Small Business Assistance Programs

Gregory C. Copley (SBAP)
Director
Kentucky Business Environmental
Assistance Program
Gatton College of Business and
Economics
University of Kentucky
Lexington, KY 40506-0034
859-257-1131
859-323-1907 (F)
800-562-2327 (N)
gccopl1@uky.edu

LOUISIANA

Roger Ward (SBO)
LA DEQ
602 N. 5th Street
P.O. Box 4313
Baton Rouge, LA 70821
225-219-3956
225-219-3971 (F)
800-259-2890 (S)
roger.ward@LA.Gov

Dick Lehr (SBAP)
Environmental Assistance Division
Small Business Assistance Program
Baton Rouge, LA 70821-4313
225-219-3258
225-219-3309 (F)
800-259-2890 (S)
dick.lehr@LA.Gov

MAINE

Ron Dyer (SBO)
Department of Environmental
Protection
Office of Innovation and
Assistance
State House Station 17
Augusta, ME 04333
207-287-4152
207-287-2814 (F)
800-789-9802 (S)
ron.e.dyer@maine.gov

Julie M. Churchill (SBAP)
Small Business Assistance Program
State House Station 17
Augusta, ME 04333
207-287-7881
207-287-2814 (F)
800-789-9802 (S)
julie.m.churchill@maine.gov

MARYLAND

Andrew Gosden (SBO/SBAP)
MD Department of the
Environment
1800 Washington Boulevard
Suite 735
Baltimore, MD 21230-1720
410-537-4158
410-537-4477 (F)
800-633-6101 (S)
agosden@mde.state.md.us

MASSACHUSETTS

Robert Donaldson (SBO)
MA Department of Environmental
Protection
1 Winter Street 8th Floor
Boston, MA 02108
617 292-5619
robert.donaldson@state.ma.us

William McGowan (SBAP)
EOEA/ Office of Technical
Assistance
100 Cambridge Street Suite 900,
8th Floor
Boston, MA 02114
617 626-1078
617 626-1095 (F)
william.mcgowan@state.ma.us

MICHIGAN

Susan Holben (SBO)
Business Services
Michigan Economic Development
Corporation
300 North Washington Square
Lansing, Michigan 48913
517-335-2168
holbens@michigan.org

Dave Fiedler (SBAP)
MDEQ Env Science and Services
Division
P.O. Box 30457
Lansing, MI 48909
517-373-0607
517-335-4729 (F)
800-662-9278 (N)
fiedlerd@michigan.gov

MINNESOTA

Mike Nelson (SBO)
MPCA/SBO
520 Lafayette Road
St. Paul, MN 55155
651-297-8615
651-297-8701 (F)
800-985-4247 (S)
michael.nelson@pca.state.mn.us

Troy Johnson (SBAP)
MPCA/SBAP
520 Lafayette Road
St. Paul, MN 55155
651-296-7767
651-297-8701 (F)
800-657-3938 (S)
troy.johnson@pca.state.mn.us

MISSISSIPPI

Jesse Thompson (SBO)
Small Business Ombudsman
MS DEQ
2380 Hwy. 80 West
P.O. Box 20305
Jackson, MS 39289-1305
601-961-5167
601-961-5541 (F)
800-725-6112 (N)
jesse_thompson@deq.state.ms.us

Randy Wolfe (SBAP)
Small Business Technical
Assistance Dir.
MS DEQ
2380 Hwy. 80 West
P.O. Box 20305
Jackson, MS 39289-1305
601-961-5166
601-961-5541 (F)
800-725-6112 (N)
randy_wolfe@deq.state.ms.us

MISSOURI

Byron Shaw (SBAP)
Missouri DNR
1659 E. Elm Street
P.O. Box 176
Jefferson City, MO 65102
573-526-6627
573-526-5808 (F)
800-361-4827 (N)
byron.shaw@dnr.mo.gov

MONTANA

Bonnie Rouse (SBO)
MT DEQ
Pollution Prevention Bureau
P.O. Box 200901
1520 E. 6th Avenue
Helena, MT 59620-0901
406-444-3641
406-444-6836 (F)
800-433-8773 (N)
brouse@state.mt.us

Brian Spangler (SBAP)
Mgr Bus and & Asst Prog Pollution
Prevention Bureau
Montana Dept of Environ Qlty
1520 E. 6th Ave
PO Box 200901
Helena, MT 59620-0901
406-444-5307
406-444-6836 (F)
800-433-8773
bspangler@state.mt.us

NEBRASKA NO SBO/SBAP

NEVADA

Marcia Manley (SBO/SBAP)
NVA Division of Environmental
Protection
333 West Nye Lane
Carson City, NV 89706-0851
775-687-9309
775-687-5856 (F)
800-992-0900, x4670 (S)
mmanley@ndep.nv.gov

NEW HAMPSHIRE

Rudolph Cartier (SBO/SBAP)
Air Resources Division
Department of Environmental
Services
29 Hazen Drive
Concord, NH 03301-2033
603-271-1379
603-271-1381 (F)
800-837-0656 (S)
rcartier@des.state.nh.us

NEW JERSEY

Joe Constance (SBO)
Small Business Ombudsman
20 West State Street
P. O. Box 820
Trenton, NJ 08625-0820
609-984-6922
609-777-4097 (F)
800-643-6090 (N)
ceacons@commerce.state.nj.us

Ky Asral (SBAP)
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 (S)
kasral@dep.state.nj.us

NEW MEXICO

Steve Dubyk (SBO/SBAP)
NMEDAQB
2044 Galisteo
Santa Fe, NM 87505
505-955-8025
505-827-1543 (F)
1-800-224-7009 (N)
steve_dubyk@nmenv.state.nm.us

NEW YORK

Keith Lashway (SBO)
Environmental Service Unit
SBEQ Director
Environmental Ombudsman Unit
30 S Pearl Street
Albany, NY 12245
518 292-5340
518-292-5886 (F)
800-782-8369 (N)
klashway@empire.state.ny.us

Jim Coyle (SBAP)
Environmental Program Manager
Business Assistance Unit
NYS Environmental Facilities
Corporation
625 Broadway
Albany, NY 12207-2997
518-402-7462
518-402-8562 (F)
800-780-7227 (S)
coyle@nysefc.org

NORTH CAROLINA

Edythe McKinney (SBO)
NC DENR Customer Service Center
Small Business Assistance Program
1640 Mail Service Center
Raleigh, NC 27699-1640
919-733-0823
919-715-7468 (F)
877-623-6748 (N)
edythe.mckinney@ncmail.net

Tony Pendola (SBAP)
NC DENR Customer Service Center
Small Business Assistance Program
1640 Mail Service Center
Raleigh, NC 27699-1640
919-733-0824
919-715-7468 (F)
877-623-6748 (N)
tony.pendola@ncmail.net

NORTH DAKOTA

Dana Mount (SBO)
ND Dept of Health
1200 Missouri Avenue
P.O. Box 5520
Bismarck, ND 58506
701-328-5150
701-328-5200 (F)
800-755-1625 (S)
dmount@state.nd.us

Tom Bachman (SBAP)
ND Dept. of Health
1200 Missouri Avenue
Division of Air Quality
P.O. Box 5520
Bismarck, ND 58506
701-328-5188
701-328-5200 (F)
800-755-1625 (S)
tbachman@state.nd.us

OHIO

Mark Shanahan (SBO)
Clean Air Resource Center
50 West Broad Street, Room 1901
Columbus, OH 43215-5985
614-728-3540
614-752-9188 (F)
800-225-5051 (S)
mark.shanahan@aqda.state.oh.us

Rick Carleski (SBAP)
Ohio EPA/DAPC
Lazarus Government Center
P.O. Box 1049
Columbus, OH 43216
614-728-1742
614-644-3681 (F)
rick.carleski@epa.state.oh.us

OKLAHOMA

Judy Duncan (SBO)
Director Customer Service
P.O. Box 1677
Oklahoma City, OK 73101-1677
405-702-1000
405-702-1001 (F)
800-869-1400 (N)
judy.duncan@deq.state.ok.us

Kyle Arthur (SBAP)
Department of Environmental Quality
P.O. 1677
Oklahoma City, OK 73101-1677
405-702-1400
405-702-9101 (F)
800-869-1400 (N)
kyle.arthur@deq.state.ok.us

State Small Business Ombudsman/Small Business Assistance Programs

OREGON

Rich Grant (SBO)
Small Business Ombudsman
Office of Compliance and
Enforcement
OR Dept. of Environmental Quality
811 SW 6th Avenue
Portland, OR 97204
503-229-6839
800-452-4011 (S)
grant.richard@deq.state.or.us

Linda Hayes-Gorman (SBAP)
Air Quality Business Assistance
Program
Oregon Department of
Environmental Quality
2146 NE 4th Street
Bend, OR 97701
541-388-6146 x274
541-388-8283 (F)
800-452-4011 (S)
hayes-gorman.linda@deq.state.or.us

PENNSYLVANIA

Jeanne Dworetzky (SBO)
Small Business Ombudsman
PA Department of Environmental
Protection
Office of Energy and Technology
Development
RCSOB, 15th Floor
P.O. Box 8772
Harrisburg, PA 17105-8772
717-772-5942
717-783-2703 (F)
Jdworetzky@state.pa.us

Jon Miller (SBAP)
PA Dep Bureau of Air Quality
400 Market Street
Harrisburg, PA 17105-8468
717-787-7019
717-772-2302 (F)
800-722-4743 (N)
Jonmiller@state.pa.us

PUERTO RICO

Evelyn Rodriguez (SBAP)
Environmental Quality Board
Air Quality Program Director
PO Box 11488
Santurce, PR 00919
787-767-8025
787-756-5906
pr_sbap@hotmail.com

RHODE ISLAND NO SBO/SBAP

SOUTH CAROLINA

Phyllis T. Copeland, (SBO)
Small Business Ombudsman
SCDHEC -- EQC Administration
2600 Bull Street
Columbia, SC 29201-1708
803-896-8982
803-896-8999 (F)
800-819-9001 (N)
copelapt@dhec.sc.gov

James Robinson (SBAP)
Technical Assistance Engineer
SCDHEC – EQC Administration
2600 Bull St
Columbia, SC 29201-1708
803-896-8984
800-819-9001 (N)
803-896-8999 (F)
robinsjc@dhec.sc.gov

SOUTH DAKOTA

Joe D. Nadenicek (SBO)
Small Business Ombudsman
Department of Environment &
Natural Resources
Joe Foss Building
523 East Capitol
Pierre, SD 57501
605-773-3836
605-773-6035 (F)
800-438-3367 (S)
joe.nadenicek@state.sd.us

Rick Boddicker (SBAP)
SBAP
Department of Environment &
Natural
Resources
Joe Foss Building
523 East Capitol
Pierre, SD 57501
605-773-6706
605-773-5286 (F)
800-438-3367 (S)
rick.boddicker@state.sd.us

TENNESSEE

Linda Sadler (SBO/SBAP)
Small Business Environmental
Assistance Prog.
L&C Annex, 8th Floor
401 Church Street
Nashville, TN 37243-1551
615-532-0779
615-532-8007 (F)
800-734-3619 (N)
linda.sadler@state.tn.us

TEXAS

Israel Anderson (SBO)
Small Business Advocate
TCEQ (Mail Code 112)
P.O. Box 13087
Austin, TX 78711-3087
512-239-5319
512-239-3165 (F)
800-447-2827 (N)
ianderso@tceq.state.tx.us

Tamra Shae-Oatman (SBAP)
Small Business & Local Govt
Asst Section Mgr
TCEQ (Mail Code 106)
P.O. Box 13087
Austin, TX 78711-3087
512-239-1066
512-239-1065 (F)
800-447-2827 (N)
toatman@tceq.state.tx.us

UTAH

Renette Anderson (SBO)
UT Department of Environmental
Quality
Office of the Small Business
Ombudsman
168 North 1950 West
Salt Lake City, UT 84114-4810
801-536-4478
801-536-4457 (F)
800-458-0145 (N)
renetteanderson@utah.gov

Ron Reece (SBAP)
Environmental Engineer
UT Department of Environmental
Quality
Division of Air Quality
150 North 1950 West
P.O. Box 144820
Salt Lake City, UT 84114-4820
801-536-4091
801-536-4099 (F)
(800) 270-4440 (N)
rreece@utah.gov

VERMONT

Judy Mirro (SBAP)
SB 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 (S)
judy.mirro@anr.state.vt.us

VIRGINIA

John Daniel (SBO)
Programs Coordinator
VA Department of Environmental
Quality
629 E. Main Street
P.O. Box 10009
Richmond, VA 23240
804-698-4311
804-698-4510 (F)
800-592-5482 (S)
jmdaniel@deq.state.va.us

Richard Rasmussen (SBAP)
Director
Small Business Assistance Program
Air Division
VA Department of Environmental
Quality
629 E. Main street
P.O. Box 10009
Richmond, VA 23240
804-698-4394
804-698-4510 (F)
800-592-5482 Ext 4394 (S)
rgrassmussen@deq.state.va.us

VIRGIN ISLANDS

Marylyn A. Stapleton (SBO/SBAP)
SBTAP Program Adm.
V.I. Department of Planning &
Natural Resources
Environmental Protection
Division, SBAP
Terminal Bldg, 2nd Fl
Cyril E. King Airport
St. Thomas, VI 00802
(340) 774-3320, X5167
(340) 714-9528-9549 (F)
340-714-9529 (S)
envprotj@viaccess.net

WASHINGTON

Bernard Brady (SBO/SBAP)
WA Department of Ecology
Air Quality Program
P.O. Box 47600
Olympia, WA 98504-7600
360-407-6803
360-407-7534 (F)
bbra461@ecy.wa.gov

WEST VIRGINIA

Terry L. Polen PE, QEP (SBO)
WV Department of Environmental
Protection
10 McJunkin Road
Nitro, WV 25143
304-759-0510 ext 341
304-759-0528 (F)
tpolen@wvdep.org

Gene M. Coccari (SBAP)
Technical Specialist
Small Business Assistance Program
WV DEP, Division of Air Quality
7012 MacCorkle Avenue, SW
Charleston, WV 25304
304-926-3731
304-926-3637 (F)
800-982-2474 (S)
gcoccari@wvdep.org

WISCONSIN

Renee Lesjak Bashel (SBO)
WI Department of Commerce
PO Box 7970 6th FL
201 West Washington Avenue
Madison, WI 53707-7970
608-264-6153
608-267-0436 (F)
800-435-7287 (N)
rlsjakbashel@commerce.state.wi.us

Tom Coogan
WI Small Business Clean Air Assistance
Program
P.O. Box 7970 6th FL
201 West Washington Avenue
Madison, WI 53707-7970
608-267-9214
608-267-0436 (F)
800-435-7287 (N)
tcoogan@commerce.state.wi.us

WYOMING

Dan Clark (SBO/SBAP)
Department of Environmental Quality
Small Business Ombudsman
Herschler Bldg. 4-W
122 W. 25th Street
Cheyenne, WY 82002
307-777-7388
307-777-3610 (F)
dclark@state.wy.us

Brian Lovett (SBAP)
Department of Environmental Quality
Technical Assistance Program
Coordinator
Herschler Bldg. 4-W
122 W. 25th Street
Cheyenne, WY 82002
307-777-7347
307-777-3610 (F)
blovet@state.wy.us

The Sector Strategies Program – Working Together to Boost Performance



The Sector Strategies Program is a cooperative working relationship among government, national trade and service associations, state environmental agencies, and other stakeholders. The program identifies the optimal set of actions to effectively reduce pollution and ease regulatory burden in each sector.

EPA staff are sector points-of-contact – a resource for regulators, businesses, and the general public. As sector experts, analysts, and advisors, the points-of-contact facilitate government-industry communications and develop sector-specific strategies to:

- Overcome barriers to environmental improvement
- Promote the use of environmental management systems
- Measure performance

For more information on this program, visit the Sector Strategies web site at www.epa.gov/sectors, or contact one of the associations or EPA sector liaisons listed below.

Sector	Partner Trade Association(s)	EPA Point-of-Contact
Agribusiness	<ul style="list-style-type: none"> • National Food Processors Association 	Roger Holtorf, 202-566-2962
Cement Manufacturing	<ul style="list-style-type: none"> • Portland Cement Association 	Carl Koch, 202-566-2972
Colleges & Universities	<ul style="list-style-type: none"> • American Council on Education • Association of Higher Education Facilities Officers • Campus Consortium for Environmental Excellence • Campus Safety Health & Environmental Mgmt Ass'n • Howard Hughes Medical Institute • Nat'l Ass'n of College & University Business Officers 	Shai Morris, 202-566-2957
Construction	<ul style="list-style-type: none"> • Associated General Contractors of America 	Peter Truitt, 202-566-2970
Forest Products	<ul style="list-style-type: none"> • American Forest & Paper Association 	Rhea Hale, 202-566-2965
Iron & Steel Manufacturing	<ul style="list-style-type: none"> • American Iron & Steel Institute • Steel Manufacturers Association 	Tom Tyler, 202-566-2969
Metal Casting	<ul style="list-style-type: none"> • American Foundry Society • North American Die Casting Association 	Jerry Newsome, 202-566-2967
Metal Finishing	<ul style="list-style-type: none"> • American Electroplaters & Surface Finishers Society • Metal Finishing Suppliers Association • National Association of Metal Finishers • Surface Finishing Industry Council 	Mike Hessling, 202-566-2960
Paint & Coatings	<ul style="list-style-type: none"> • National Paint & Coatings Association 	Barry Elman, 202-566-2958
Ports	<ul style="list-style-type: none"> • American Association of Port Authorities 	Kathleen Bailey, 202-566-2953
Shipbuilding & Ship Repair	<ul style="list-style-type: none"> • American Shipbuilding Association • Shipbuilders Council of America 	Shana Harbour, 202-566-2959
Specialty-Batch Chemical	<ul style="list-style-type: none"> • Synthetic Organic Chemical Manufacturers Association 	Janice Bryant, 202-566-2956

State Pollution Prevention Technical Assistance Programs

Region 1

US EPA Region 1
Abby Swaine
1 Congress St.
Suite 1100 (SPP)
Boston, MA 02214-2023
Ph: 617/918-1841
swaine.abby@epa.gov

NEWMOA - P2Rx Center
Andy Bray
129 Portland St, Suite 602
Boston, MA 02114
Ph: 617/367-8558
abray@newmoa.org

Connecticut DEP
Robert Kaliszewski
79 Elm St
Hartford, CT 06106
Ph: 860/424-3003
robert.kaliszewski@po.state.ct.us

Maine DEP
Peter Cooke
State House Station 17
Augusta, ME 04333
Ph: 207/287-7100
peter.cooke@state.me.us

Massachusetts OTA
Paul Richard
251 Causeway St
Boston, MA 02114
Ph: 617/626-1042
paul.richard@state.ma.us

Toxics Use Reduction Institute
Janet Clark
One University Avenue
Lowell, MA 01854
Ph: 978/934-3346
clarkjan@turi.org

New Hampshire DES
Stephanie D'Agostino
6 Hazen Drive
Concord, NH 03301
Ph: 603/271-6398
s_dagostino@des.state.nh.us

Rhode Island DEM
Richard Enander
235 Promenade St.
Room 250
Providence, RI 02908
Ph: 401/222-6822 x4411
renander@dem.state.ri.us

Narragansett Bay Commission
James McCaughey
One Service Road
Providence, RI 02905
Ph: 401/461-8848 x352
ppr@narrabay.com

Vermont ANR
Gary Gulka
103 South Main St
Waterbury, VT 05671
Ph: 802/241-3626
garyg@dec.anr.state.vt.us

Vermont SBDC
Peter Crawford
PO Box 188
Randolph Center, VT 05061
Ph: 802/728-1423
pcrawfor@vtsbdc.org

Region 2

US EPA Region 2
Tristan Gillespie
290 Broadway (SPMMB)
New York, NY 10007
Ph: 212/ 637-3753
gillespie.tristan@epa.gov

New Jersey DEP
Jeanne Mroczko
401 E State St, PO Box 423
Trenton, NJ 08625
Ph: 609/777-0518
jmroczko@dep.state.nj.us

NJ TAP
Laura Battista
138 Warren St
Newark, NJ 07102
Ph: 973/642-7539
battista@megahertz.njit.edu

New York DEC-P2 Unit
Mary Werner
625 Broadway
Albany, NY 12233
Ph: 518/402-9469
mhwerner@gw.dec.state.ny.us

Puerto Rico Environment
Carlos Gonzales
Ph: 809/765-7517 x381

Region 3

US EPA Region 3
Mary Zielinski
1650 Arch St (3E100)
Philadelphia PA 19103
Ph: 215-814-5415
zielinski.mary@epa.gov

Delaware DNR
Robert Palmer
89 Kings Highway
Dover, DE 19901
Ph: 302/739-6400
robert.palmer@state.de.us

MD Dept of Environment
Laura Armstrong
1800 Washington Blvd
Baltimore, MD 21230
Ph: 410/537-4119
larmstrong@mde.state.md.us

PA Dept of Environment
Eric Thumma
PO Box 8772
Harrisburg, PA 17105-8772
Ph: 717/783-0542
ethumma@state.pa.us

PA Technical Assistance
Program
Warren Weaver
P O Box 5046
York, PA 17405
Ph: 717/848-6669
wjw5@psu.edu

Virginia DEQ
Sharon K. Baxter
PO Box 10009
Richmond, VA 23240
Ph: 804/698-4344
skbaxter@deq.state.va.us

West Virginia DEP
Dave Bassage
7012 MacCorkle Ave SE
Charleston, WV 25304
Ph: 304/926-3647
dbassage@dep.state.wv.us

Region 4

US EPA Region 4
George Walker
61 Forsyth St SW
Atlanta, GA 30303
Ph: 410-305-2738
walker.george@epa.gov

Waste Reduction Resource
Center - P2Rx Center
1639 Mail Service Center
Raleigh, NC 27699
Ph: 919-715-6534
http://wrrc.p2pays.org

Alabama DEM - P2 Unit
Gary Ellis
PO Box 301463
Montgomery, AL 36130
Ph: 334/394-4352

Florida DEP - P2 Program
Betsy Galocy
2600 Blair Stone Road MS
4570
Tallahassee, FL 32399
Ph: 850/245-8725
betsy.galocy@dep.state.fl.us

Georgia DNR- P2AD
William Vondersmith
7 MLK Jr. Dr. Suite 450
Atlanta, GA 30334
Ph: 404/651-5120
bill_vondersmith@p2ad.org

Kentucky DEP
Matt Hackathorn
14 Reilly Road
Frankfort, KY 40601
Ph: 502/564-6716
matthew.hackathorn@mail.stat
e.ky.us

Kentucky Business
Environmental Assistance
Program
Greg Copley
227 Gatton College of
Business & Economics
Lexington, KY 40506
Ph: 800/562-2327
gcopl1@uky.edu

Kentucky P2 Center
Cam Metcalf
420 Lutz Hall
Louisville, KY 40292
Ph: 502/852-7260
cam.metcalf@louisville.edu

Mississippi DEQ
Thomas Whitten
PO Box 10385
Jackson, MS 39289
Ph: 601/961-5241
tom-whitten@deq.state.ms.us

North Carolina DEHNR
Gary Hunt
1639 Mail Service Center
Raleigh, NC 27707
Ph: 919/715-6508
gary.hunt@ncmail.net

South Carolina DHEC
Claire Prince
2600 Bull St
Columbia, SC 29201
Ph: 803/896-1132
princech@dhec.sc.us

Tennessee DEC
Karen Grubbs
401 Church St
Nashville, TN 37243
Ph: 615/532-0463
pollution.prevention@state.tn.us

Region 5

US EPA Region 5
Phil Kaplan
77 W. Jackson Blvd (DW-8J)
Chicago, IL 60604
Ph: 312/353-4669
kaplan.phil@epa.gov

Great Lakes Regional P2
Roundtable - P2Rx Center
Debra Jacobson
1010 Jorie Blvd Suite 12
Oakbrook, IL 60523
Ph: 630/472-5019
djacobso@wmrc.uiuc.edu

Illinois EPA
Becky Lockart
1021 N Grand Ave. East
Springfield, IL 61826
Ph: 217/524-9642
becky.lockart@epa.state.il.us

Waste Management Research
Center
Tim Lindsey
1 East Hazelwood Dr.
Champaign, IL 61820
Ph: 217/333-8940
tlindsey@wmrc.uiuc.edu

Indiana DEM
Marc Hancock
150 W. Market St., Suite 703
Indianapolis, IN 46204-2811
Ph: 800/988-7901
mhancock@dem.state.in.us

Clean Manufacturing Tech &
Safe Materials Institute
Alice Smith
2655 Yeager Rd, Suite 103
West Lafayette, IN 47906
Ph: 765/463-4749
alice@ce-ecn.purdue.edu

Michigan DEQ
Sharon Goble
PO Box 30475
Lansing, MI 48909
Ph: 517/241-8280
gobles@state.mi.us

Minnesota Technical Assistance
Program
Cindy McComas
200 Oak St, SE, Suite 350
Minneapolis, MN 55455-2008
Ph: 612/624-4678
mccom003@tc.umn.edu

MN Pollution Control
Agency
Cindy Hilmoe
520 Lafayette Road North
St. Paul, MN 55155
Ph: 651/296-7783
cynthia.hilmoe@pca.state.mn.us

State Pollution Prevention Technical Assistance Programs

MN Office of Environmental Assistance David Cera
520 Lafayette Road North
St. Paul, MN 55155-4100
Ph: 651/215-0240
david.cera@moea.state.mn.us

Ohio EPA
Michael Kelley
P.O. Box 1049
Columbus, OH 43216-1049
Ph: 614/644-3469
p2mail@epa.state.oh.us

Center for Environment & Energy - CEE
Steve Brachman
161 W. Wisc., Suite 6000
Milwaukee, WI 53203
Ph: 414/227-3160
brachman@uwm.edu

Wisconsin DNR
Lynn Persson
PO Box 7921
Madison, WI 53707
Ph: 608/267-3763
perssi@dnr.state.wi.us

Region 6
US EPA Region 6
Joy Campbell (6ENXP)
1455 Ross Ave Suite 1200
Dallas, TX 75202
Ph: 214/665-8036
campbell.joy@epa.gov

Southwest P2 Information Center - P2Rx Center
Ed Gonzalez
Univ of Texas - El Paso
500 W. University
El Paso, TX 79968
Ph: 915/ 747-6273
raulg@utep.edu

Arkansas IDC
James Gilson
PO Box 8913
Little Rock, AR 72219-0744
Ph: 501/682-0923
gilson@adeq.state.ar.us

Louisiana DEQ
Gary Johnson
PO Box 82263
Baton Rouge, LA 70884
Ph: 504/765-0229
gary_j@deq.state.la.us

New Mexico Environment Department
PO Box 26110
St Francis Dr.
Santa Fe, NM 87502
Ph: 800/219-6157
green_zia@nmenv.state.nm.us

Oklahoma DEQ
Dianne Wilkins
707 N Robinson
PO Box 1677
Oklahoma City, OK 73101
Ph: 405/702-9128
dianne.wilkins@deq.state.ok.us

Texas Commission on Environmental Quality
Ken Zarker
PO Box 13087 - MC112
Austin, TX 78711
Ph: 512/239-3145
kzarker@tceq.state.tx.us

Gulf Coast Haz Substance
Jack Hopper
PO Box 10613
Beaumont, TX 77710
Ph: 409/880-8785
hopperjr@hal.lamar.edu

Lower Colorado River Authority
Mark Johnson
PO Box 220
Austin, TX 78767-0220
Ph: 512/473-3200
mark.johnson@lcra.org

Clean Texas
Rob Borowski
PO Box 13087
Austin, TX 78711
Ph: 512/239-3187
rob@cleantexas.org

Region 7
US EPA Region 7
Chet McLaughlin
901 N. 5th St. (ARTD/TSPP)
Kansas City, KS 66101
Ph: 913/551-7666
mclaughlin.chilton@epa.gov

P2 Regional Information Center - P2Rx Center
Rick Yoder
1133 Farnam St. Suite 230
Omaha, NE 68508
Ph: 402/595-2381
contact@p2ric.org

Iowa DNR
Jan Loyson
502 E. 9th St
Des Moines, IA 50319
Ph: 515/281-3142
jan.loyson@dnr.state.ia.us

IA Waste Reduction Center
John Konefas
1005 Technology Parkway
Cedar Fall, IA 50613
Ph: 319/273-8905
john.konefas@uni.edu

Iowa DED
Wendy Walker
Ombudsman
Ph: 515/242-4761
wendy.walker@ided.state.ia.us

Kansas DHE
Janet Neff
Bldg. 283, Forbes Field
Topeka, KS 66620
Ph: 785/296-0669
jneff@kdhe.state.ks.us

KSU - P2 Institute
Barbara Johnson
133 Ward Hall
Manhattan, KS 66506
Ph: 800/578-8898
barblj@ksu.edu

Missouri DEQ - TAP
David Goggins
PO Box 176
Jefferson City, MO 65102
Ph: 573/526-6627
nrgoggd@mail.state.mo.us

Nebraska DEQ, P2 Office
Stephanie Vap-Morrow
1200 N St. Suite 400
Lincoln, NE 68509
Ph: 402/471-7784
stephanie.vap-morrow@ndeq.state.ne.us

Mid-America Manufacturing Technology Center (MEP)
Anne Brown
801 Campus Dr
Garden City, KS 67846
Ph: 316/276-9505
abrown@midusa.net

Region 8
US EPA Region 8
Linda Walters
999 18th St, Suite 300
Denver, CO 80202
Ph: 303/312-6385
walters.linda@epa.gov

Peaks to Prairies P2 Info Center - P2Rx Center
Montana State University Extension Service
PO Box 173580
Bozeman, MT 59717-3580
Ph: 406/994-3451
information@peakstoprairies.org

Colorado DHE
Kirk Mills (SP- B2)
4300 Cherry Creek Dr
Denver, CO 80246
Ph: 303/692-2977
kirk.mills@state.co.us

Montana P2 Program
Michael P. Vogel
109 Taylor Hall
PO Box 173580
Bozeman, MT 59717
Ph: 406/994-3451
mvogel@montana.edu

North Dakota Dept of Health
Kent Bellard
PO Box 5520
Bismarck, ND 58506-5520
Ph: 701/328-5166
kbellard@state.nd.us

South Dakota DENR
Dennis Clarke
523 E Capitol
Pierre, SD 57501-3181
Ph: 605/773-4254
dennis.clarke@state.sd.us

Utah DEQ
Sonja Wallace
168 N 1950 West
Salt Lake City, UT 84116
Ph: 801/536-4477
swallace@deq.state.ut.us

Wyoming DEQ
Stephen Roseberry
122 West 25th
Cheyenne, WY 82002
Ph: 307/777-6105
sroseb@state.wy.us

Region 9
US EPA Region 9
Eileen Sheehan
75 Hawthorn St (WST-1-1)
San Francisco, CA 94105
Ph: 415/972-3287
sheehan.eileen@epa.gov

Western Regional P2 Network - P2Rx Center
Ed Gonzalez
6100 Neil Rd, Suite 400
Reno, NV 89511
Ph: 775/689-6675
wrppn@wrppn.org

Arizona DEQ
Joseph Soesilo
1110 N Washington St
Phoenix, AZ 85007
Ph: 602/771-4205
js3@ev.state.az.us

CA Integrated Waste Mgmt Board
8800 Cal Center Dr
Sacramento, CA 95826
Ph: 916/341-6620
bzassist@ciwmb.ca.gov

CA Dept. of Toxic Substance
Kathy Barwick
PO Box 806
Sacramento, CA 95812
Ph: 916/323-9560
kbarwick@dtsc.ca.gov

Hawaii Dept of Health
Marlyn Aguilar
919 Ala Moana Blvd, Rm 212
Honolulu, HI 96814
Ph: 808/586-4226
maguilar@eha.health.state.hi.us

Nevada Small Business Development Center
Kevin Dick
6100 Neil Road, Suite 400
Reno, NV 89511
Ph: 775/689-6677
dick@unr.edu

Region 10
US EPA Region 10
Carolyn Gangmark
1200 Sixth Ave (01-085)
Seattle, WA 98101
Ph: 206/553-4072
gangmark.carolyn@epa.gov

Pacific NW P2 Resource Center - P2Rx Center
Crispin Stutzman
513 1st Ave. W
Seattle, WA 98119
Ph: 206-352-2050
cstutzman@pprc.org

Alaska DEC
Tom Turner
555 Cordova St
Anchorage, AK 99501
Ph: 907/269-7586
CompAsst@dec.state.ak.us

Idaho DEQ
Patti Best
1410 N Hilton
Boise, ID 83706
Ph: 208/373-0146
pbest@deq.state.id.us

Oregon DEQ
811 SW Sixth St
Portland, OR 97204
Ph: 503/229-5696

Washington DEC
Hugh O'Neill
300 Desmond Dr
Olympia, WA 98504-7600
Ph: 360/407-6354
hone461@ecy.wa.gov

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:

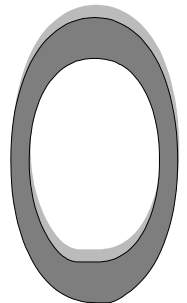
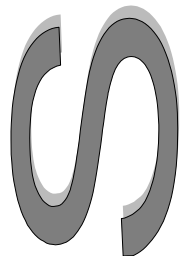
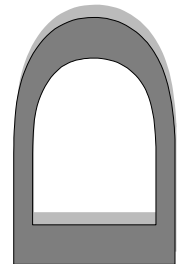
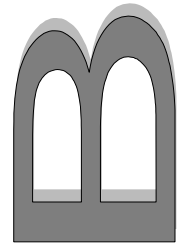
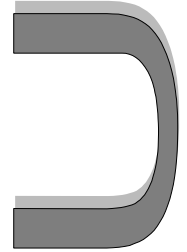
Direct Procurement

- ☞ 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

<u>REGION</u>	<u>COORDINATOR</u>	<u>STATES</u>	<u>TELEPHONE</u>
I	Sharon Molden	CT, ME, RI, MA, NH, VT	(617) 918-1062
II	Otto Salamon	NJ, NY, PR, VI	(212) 637-3417
III	Romona McQueen	DE, DC, MD, PA, VA, WV	(215) 814-5155
IV	Rafael Santamaria	AL, FL, GA, KY, MS, NC, SC, TN	(404) 562-8110
	Matt Robbins		(404) 562-8371
	Sharonita Johnson		(404) 562-8311
V	Sharon Green	IL, IN, MI, MN, OH, WI	(312) 353-5661
VI	Debora Bradford	AR, LA, NM, OK, TX	(214) 665-7406
VII	Cecil Bailey	IA, KS, MO, NE	(913) 551-7462
	Chester Stovall		(913) 551-7549
VIII	Maurice Velasquez	CO, MT, ND, SD, UT, WY	(303) 312-6862
IX	Joe Ochab	AZ, CA, HI, NV, AS, GU	(415) 972-3714
X	Marie McPeak	AK, ID, OR, WA	(206) 553-2894
Cincinnati	Norman White		(513) 487-2024
RTP	Jerry Dodson		(919) 541-2249
Headquarters	Lupe Saldana		(202) 564-5353

OSDBU STAFF

Jeanette Brown	Director	(202) 564-4100
David Sutton	Deputy Director	(202) 564-4100
Kimberly Patrick	Attorney Advisor	(202) 564-5386
Patricia Durrant	Socioeconomic Business Program Officer/HBCU	(202) 564-4738
Denean Jones	Information Management Specialist	(202) 564-4142
Tammy Thomas	Program Specialist	(202) 564-4298
Natalie Twyman	Secretary	(202) 564-2314
Elnora Thompson	Clerk-Typist	(202) 564-4139
Thelma Harvey	SEE Employee	(202) 564-4138
Barbara Overton	SEE Employee	(202) 564-4237

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)

JULY 2004

EPA USE ONLY Small Business _____ Asbestos _____

INQ. NO.: _____ DATE: _____ FILLED BY: _____ DATE FILLED: _____

Inquiry Source: [Hotline: Phone _____ Machine _____] Fax: _____ U.S. Mail: _____ Other _____

[Add: _____ Init: _____ Date: _____] [Change: _____ Init: _____ Date: _____] [Delete: _____ Init: _____ Date: _____]

NAME: _____ **TELE. NO.:** (_____) _____

Organization: _____

Address: _____ **Date:** _____

City: _____ **State:** _____ **Zip:** _____

IF YOU **ARE NOT ALREADY** RECEIVING THE BI-ANNUAL EDITIONS OF THE "UPDATE" NEWSLETTER AND WISH TO DO SO, PLEASE COMPLETE THIS SECTION (To receive *bi-annual "Updates" and related mailings.*): Yes: _____ No: _____

INDUSTRY: _____ **No. Employees:** 1-99 _____ 100-499 _____ 500-Up _____
 (Indicate, or Circle Below)

Consultant Attorney Engineer	Laboratory Educational Environmental	State Govt. County Govt. City Govt.	Association Individual EPA Hq.: _____	EPA Region: _____ Congressional Other Fed.: _____
------------------------------------	--------------------------------------------	-------------------------------------------	---------------------------------------------	---------------------------------------------------------

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.

A- 1	B- 6	C-11	C-44	C-81	D- 3	E-13	E-49	F-7	H- 1	I- 3	I-32	J-12	K-28	K-52	
A- 2	B- 7	C-12	C-45	C-82	D- 5	E-14	E-50	F-9	H- 2	I- 4	I-35	J-13	K-29	K-53	
A- 3	B- 8	C-13	C-47	C-83	D- 6	E-15	E-51	F-10	H- 3	I- 5	I-36	J-14	K-30	K-54	
A- 4	B- 9	C-14	C-50		D- 7	E-19	E-52	F-11	H- 4	I- 6	I-37	J-15	K-31	K-55	
A- 5	B-10	C-15	C-51	C-85	D- 8	E-20	E-53	F-12	H- 5	I- 7	I-38	J-16	K-32	K-56	
A- 6	B-11	C-16	C-52	C-87	D- 9	E-21	E-54	F-13	H- 6	I- 8	I-40		K-33	K-57	
A- 7	B-12	C-17	C-53	C-88	D-12	E-22	E-55	F-14	H- 7	I- 9	I-41	K- 1	K-34	K-58	
A- 8	B-13	C-18	C-54	C-89	D-13	E-23	E-56	F-15	H- 8	I-10	I-42	K- 2		K-59	
A- 9	B-14	C-19	C-56	C-90	D-14	E-24	E-57	F-16	H- 9	I-11	I-43	K- 3	K-36	K-60	
A-10	B-15	C-20	C-57	C-91	D-15	E-25	E-58	F-17	H-10	I-12	I-44	K- 4	K-37	K-61	
A-11	B-16	C-21	C-58	C-92	D-16	E-26	E-59	F-18	H-11	I-13	I-45	K- 5	K-38	K-62	
A-12	B-17	C-22	C-59	C-93	D-17	E-27	E-60	G-1	H-12	I-14	I-46	K- 6	K-39	K-63	
A-13	B-18	C-23	C-60	C-94	D-18	E-28	E-61	G- 2	H-13	I-15	I-47	K- 8	K-40	K-64	
A-15	B-19	C-24	C-62	C-95	D-19	E-29	E-62	G- 3	H-14	I-16		I-48	K- 9	K-41	K-65
A-16	B-20	C-25	C-63	C-96	D-20	E-30	E-63	G- 4	H-15	I-17		K-10	K-42	K-66	
A-17	B-21	C-26	C-64	C-97		E-31	E-65	G- 5	H-16	I-18	J- 1	K-11	K-43	K-67	
A-18	B-22	C-27	C-65	C-98	E- 1	E-32	E-66	G- 6	H-17	I-19	J- 2	K-13	K-44	K-68	
A-20	B-23	C-28	C-66	C-99	E- 2	E-33	E-67	G- 7	H-18	I-20	J- 3	K-14	K-45	K-69	
A-21	B-24	C-30	C-67	C-100	E- 3	E-34	E-68	G- 8	H-19	I-21	J- 4	K-15	K-46	K-70	
A-22	B-25	C-31	C-68	C-101	E- 4	E-36	E-69	G- 9	H-20	I-22		K-16	K-47	K-71	
A-23	B-26	C-35	C-69	C-102	E- 5	E-40	E-70	G-10	H-21	I-23	J- 6	K-19	K-48		
A-24	B-31	C-36	C-70	C-103	E- 6	E-41	E-71	G-11	H-22	I-24	J- 7	K-20	K-49		
A-25	C- 1	C-37	C-71	C-104	E- 7	E-42	E-72	G-12	H-23	I-25	J- 8	K-21			
	C- 2	C-38	C-73	C-105	E- 8	E-43		G-13	H-24	I-26	J- 9	K-22	K-51		
B- 1		C- 3	C-39	C-75		E- 9	E-44	F- 12	G-14	H-25		I-27		J-10	K-23
B- 2		C- 7	C-40		C-76		E-10	E-45	F- 2	G-15	H-26	I-28	J-11		
B- 3		C- 8	C-41	C-77	D- 1	E-11	E-46	F- 3	G-16	H-30					
B- 4	C- 9	C-42	C-80	D- 2	E-12	E-47	F- 5	G-17	I- 1	I-29					
B- 5		C-10	C-43				E-48	F- 6		I- 2	I-31				

Mail to:
 Karen V. Brown, Small Business Ombudsman
 US Environmental Protection Agency
 1200 Pennsylvania Ave, NW (1808T)
 Washington, D.C. 20460-0001

Or Telephone:
 Toll Free Hotline: (800) 368-5888
 In the D.C. area, (202) 566-2855/Telefax (202) 566-2848
Asbestos.ombudsman@epa.gov
Smallbiz.ombudsman@epa.gov
www.epa.gov/sbo/pubs.htm

Other Materials Requested:: _____