

BEP REPORTER

Free & Confidential Environmental & Energy Efficiency Assistance
from the Business Environmental Program (BEP)

Volume 1 2008

Got Records?

Have you ever lost your car keys? How about the remote control for your television? The frantic quest for a lost object is always frustrating. It happens to all of us at one point or another. Think about the last time you were stressed out while trying to find something. Now, imagine the same situation with an environmental inspector looking over your shoulder, waiting as you search. Wipe that bead of sweat from your forehead; it doesn't have to be that way.

Amidst the piles of paperwork that come with the territory of running a business, most files are typically sorted by billing, and that's ok. However, when it comes to your environmental records, it may be helpful to take a slightly different approach. As your environmental files can range from permit applications to hazardous waste disposal manifests, it is important that you have them well organized and easily accessible.

We recommend a three-tiered system consisting of operational records, waste disposal records, and preparedness/prevention records. Although these should be kept together in a central location, they should be very much separate and presentable as such.

If an inspector asks to see your manifests, you should be able to provide them quickly, and without exposing all of your business records. Furthermore, you should maintain all waste management records for a minimum of three years. If possible, it would be advantageous to archive older records indefinitely.

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A Printer Goes "Green"

"Green" or sustainable supply chains and "Green" or environmentally preferable purchasing are two significant initiatives that are rapidly spreading through the marketplace. Businesses need to be responsive to these market trends and look for opportunities to improve their bottom line while reducing their environmental footprint. Customers of the lithographic printer, A. Carlisle & Co in Reno, were concerned about potential environmental impacts associated with papers and inks being used for their print jobs. Plant Manager, Alan Krogness, responded to these customer concerns and positioned his company for the future while reducing environmental impacts, regulatory requirements, and improving his bottom line.

Recycling the high quality paper used in their sheet fed presses has long been a practice for the company. Recycling saves yard/parking space that would be

required by additional trash bins. This is accomplished by using a bailer provided by the company they sell the paper to. The bailer has a very small footprint within the building and the bailed paper is easier to handle when shipped to the recycling facility.

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Business Environmental Program (BEP)



College of Business Administration
University of Nevada, Reno

The Business Environmental Program receives funding support from the Nevada Division of Environmental Protection and U.S. Environmental Protection Agency.

Nevada Environmental Results Program

Several states across the country have developed what are called “Environmental Results Programs” (ERPs). Those initiatives focus on a particular, typically small business, sector. The ERP assesses the environmental performance of that industry sector, seeks to provide tools to facilitate good environmental performance, and measures changes in environmental performance that occurs.

The Nevada Division of Environmental Protection (NDEP) received funding from the U.S. Environmental Protection Agency to develop an ERP for dry cleaners. The Business Environmental Program is working with NDEP and local agencies in Clark and Washoe Counties to compile environmental performance information from local agency inspections and develop environmental compliance and best practice manuals and checklists for dry cleaners. The goal is to maintain or improve environmental performance of dry cleaners, make it easier for dry cleaners to perform well, and be able to track and assess how well dry cleaners are performing.

Other states implementing ERPs have found that they are well received by small businesses, have shown performance improvement results, and help to tell the story of positive environmental actions by the business sector addressed. If you are interested in participating in one of BEP’s dry cleaner focus groups to ensure your needs are met, please contact John Handzo at BEP (800) 882-3233.

BEP Welcomes New Team Member

Ryo Yamaki has joined the Business Environmental Program as the student programmer providing web page development and maintenance in the Reno office! Ryo is a senior at the University of Nevada Reno majoring in Management Information Systems at the Business College. Welcome Ryo!

The first category, *operational records*, should include your waste determinations, monthly waste generation, your training records, and your weekly inspection records. It would also be good to file any permit applications and agency correspondences here. Be sure to keep these files up to date. If your process changes, make sure you address your waste determinations accordingly. Every six months or so, check your training records and permits to make sure that nothing has expired. Also, be sure to keep track of even what may seem like insignificant trainings, for instance, explaining spill clean up procedures to an employee.

Waste disposal records are possibly the most viewed documents during an inspection, so it is crucial to have them neatly organized chronologically and readily available. While these records will consist primarily of your manifests, they may also include land disposal restrictions as well as any tolling agreements. You should have two copies of each manifest; one original and one signed return copy. The best thing to do is file the original and once the signed return copy is received, staple them together. This will eliminate some confusion as to the duplicate paperwork. Copies of the manifest for out-of-state shipments must be sent to NDEP. You also must keep a copy of your biennial hazardous waste report in this file. This will help give an inspector a good, clear view of your hazardous waste generation and may save some time.

Lastly, you should have a file containing all of your *preparedness and prevention plan records*. In addition to your plan, this will include all files concerning required equipment, testing and maintenance of that equipment, information on communications and alarm systems, and arrangements with the local authorities.

It may sound like a simple setup to get your files organized, but you would be surprised how many businesses can’t seem to get the hang of it. Taking a little time to get your records in order will not only help your next inspection to go smoothly, but it will also help keep you abreast of your environmental situation. Schedule time to get organized and you’ll be able breathe easy the next time an inspector shows up at your door.

(Green Printer—Continued from Page 1)

To address customer concerns regarding deforestation, A. Carlisle & Co. obtained a Forest Stewardship Council (FSC) certification. This certification demonstrates that they use paper products that are manufactured from forests that are managed according to rigorous requirements regarding conservation, responsible management, and community level benefits for people near the forests. Carrying the FSC-certification logo on their print products tells the world that they support the highest social and environmental standards in the market.

To address customer concerns about environmental impacts from their inks, A. Carlisle & Co. utilizes soy based ink. These inks have environmental and other advantages for sheet-fed offset printers. The main environmental advantage is that they release less than 1/5th of the amount of volatile organic compounds (VOCs) compared to petroleum inks. VOCs are air pollutants that contribute to the formation of ground-level ozone, or smog. The soy inks also spread about 15% further which offsets the small cost difference (soy inks usually cost about 10% more than petroleum inks). In addition, the reduced VOC emissions result in lower annual permit fees.

A. Carlisle & Co. also reduced the amount of solvent purchases and hazardous waste generation associated with cleaning their printing blankets. Prior to installing a solvent recycling system, the company was generating two drums of hazardous waste with a disposal cost of approximately \$1,000 for each drum of solvent purchased at a cost of \$500. By using the solvent recycler to recover the solvent for reuse, Mr. Krogness has been able to dramatically reduce solvent purchase and waste disposal costs. These savings will offset the cost of the recycling unit with an expected payback of 2-3 years depending on print production.

An additional benefit of the on-site solvent recycling is that A. Carlisle & Co. has been able to reduce their hazardous waste generator status from Small Quantity Generator to Conditionally Exempt Small Quantity Generator. This dramatically reduces regulatory requirements and associated recordkeeping and reporting. This helps to offset some of the increased

recordkeeping required for the FSC certification.

We congratulate A. Carlisle & Co. on their achievements in reducing the environmental impacts of their operations and positioning their business for a successful future.

BEP is a free and confidential resource to help Nevada business and government operations improve environmental performance and reduce costs. For assistance call (800) 882-3233, or visit our web site at www.envnv.org.

Regulation Update

The Discarded Mercury Containing Equipment Rule which was covered in the last *BEP Reporter* was filed with the Secretary of State on January 30, 2008. It is now effective and Mercury Containing Devices can be managed as Universal Waste.

The Cathode Ray Tubes (CRT) Rule was adopted by the State Environmental Commission on March 18, 2008, and filed with the Secretary of State on April 17, 2008. It is now in effect.

Under the new regulations, unbroken CRTs are not required to be treated as hazardous waste as long as they are destined for reuse or recycling. They may not be stored for more than a year by collectors or recyclers. Used, broken CRTs are not regulated as hazardous waste as long as the following conditions are met:

- CRT containers are clearly labeled regarding contents;
- CRTs are safely transported in containers designed to minimize releases;
- CRTs are stored in a building or container designed to minimize releases; and
- CRTs are stored on site less than one year before recycling them.

For more information on the Discarded Mercury Containing Equipment and CRT Rules go to <http://www.epa.gov/epaoswer/hazwaste/recycle/electron/crt.htm>

BEP Seminar Calendar

Hazardous Waste Management and Minimization

September 16—Ely
September 17—Elko
September 18—Winnemucca

September 23—Las Vegas
September 23—Reno
September 24—Fallon
September 25—Carson City



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