



## ABOUT SB/SCAP

The primary mission of the DEQ's non-regulatory Small Business & Small Community Assistance Program is to provide important environmental regulatory assistance to small businesses and to provide environmental regulatory information to small communities.

The SB/SCAP technical advisors listed below are experienced, highly knowledgeable, and committed to enhancing the relationships between DEQ and small businesses & communities.

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## Is your business disaster-ready?

As a Louisiana small business owner, are you prepared for the impending hurricane season? Lessons learned from last year's hurricanes Katrina and Rita have caused small business owners and small communities to be in a perpetual state of readiness. Alertness and readiness are key words that should be in the lexicon of any business facing imminent disaster. Being unprepared can be devastating to a business, and to the employees and to the community-at-large. Develop a disaster and recovery plan for your business before a natural disaster hits your area.

### Here are a few "tips":

- Develop a contingency plan to remain in operation if your office, plant, or store is damaged.
- Keep extra hard-to-replace items or supplies on hand. Store them off-site.
- Have back-up vendors and shippers in place in case your primary ones are disabled.

- Make back-up copies of all critical records.
- Invest in a surge-protector that has a battery backup to assure that all computer and phone equipment systems keep working through blackouts.
- Maintain an up-to-date copy of phone numbers, computer and internet logon codes and passwords, employee phone numbers and other critical information in an accessible location. Develop an employee "phone-tree" to rapidly contact employees in an emergency.
- Maintain a regular annual review and update your current insurance coverage.
- Bottom line: **PLAN FOR THE WORST!**

### Helpful websites:

- [www.sba.gov/disaster/getready.html](http://www.sba.gov/disaster/getready.html)
- [www.sba.gov/beawareandprepare/business.html](http://www.sba.gov/beawareandprepare/business.html)
- [www.ibhs.org/business\\_protection/ten\\_questions.asp](http://www.ibhs.org/business_protection/ten_questions.asp)
- [www.laseagrant.org/hurricane/index.htm](http://www.laseagrant.org/hurricane/index.htm)
- [www.ci.austin.tx.us/disasterready/before.htm](http://www.ci.austin.tx.us/disasterready/before.htm)

## Best Management Practices Fact Sheet

New environmental Best Management Practices (BMP) fact sheets are available on the Small Business Environmental Website at: <http://www.smallbiz-enviroweb.org/pollution/BMPs.html>. An environmental BMP is an action or combination of actions implemented to reduce or mitigate the environmental impacts created during business operations. Ten fact sheets are currently available and focus on *Bakery, Food Service, Furniture Finish-*

*ing, Health Care, Hotel, Landscaping, Machine Shop, Marina, Retail Store, and Service Station* business sectors. Information included in these sheets comes from a wide range of existing sources such as federal agencies, state agencies, and trade associations.

The fact sheets introduce general BMPs for each sector and are designed to work in conjunction with the Environmental Protection Agency's

Continue on page 2

**Best Management Practices**

*Continued from page 1*

*Practical Guide to Environmental Management for Small Businesses* and its companion book, *Documenting Your Environmental Management Plan*. Utilizing these documents and the BMP fact sheets can assist small businesses in developing an effective Environmental Management Plan.

In the future, additional sector BMPs will be created and users will be able to submit feedback on existing BMPs. The fact sheets are considered living documents and will be updated to reflect new technologies and processes as they become available. These BMPs are intended as a starting point for a business' Environmental Management Plan and are not all-inclusive. It is recommended readers investigate additional information sources, listed at the end of each sector fact sheet, for other environmental BMP suggestions and practices.

If you would like additional information regarding the BMPs please contact **Daniel Eddinger** at 202/566-2820 or eddinger.daniel@epa.gov.

*[Excerpted from Small Business Ombudsman UPDATE, July 2005, page 27]*

**Rule exempts some small sources**

Under a new final rule issued by EPA, small businesses in five industries are permanently except from the requirements to obtain federal operating permits—Title V permits. The facilities that would be exempted are known as “area sources” of toxic air pollution.

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

The new rule exempts the following area sources from the need to obtain permits: dry cleaners, halogenated solvent degreasers, chromium electroplaters, ethylene oxide sterilizers, and secondary aluminum smelters.

This action does not change any requirements governing the control of toxic air pollutants that apply to your facility—you are still required to limit your emissions of air toxics.

*[Excerpted from Environmental Compliance February 2006, Issue 291, page 7]*

**Reminders**



**JULY**

- 1st** - PERC; TEDI; Form R (TRI); & Minor Source Air Toxic Reports due
- 18th** - UST Training-W. Monroe; 8-12Noon; call 225.219.3713
- 28th** - Semi-annual & Quarterly DMRs

**AUGUST**

- 1st** - Ann. rpt. for generators, processors, disposers of solid waste
- 15th** - UST Training-Baton Rouge; 1-5pm; call 225.219.3713

**SEPTEMBER**

- 14th** - Asbestos & Lead Workshop, DEQ Conf. Center, Baton Rouge
- 20 & 27th** - UST Training; Kenner; 1-5pm; call 225.219.3713
- 30th** - Ozone season ends

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**2** :: assisting small businesses/small communities to comply with and understand environmental regulations ::

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