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# ENVIRONMENTAL Fact Sheet

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## **Small Business Technical Assistance Program** *Helping Small Businesses Comply with Environmental Regulations*

The 1990 Amendments to the Clean Air Act (CAAA) brought many small businesses into the environmental regulatory process. Examples of small businesses that are affected by one or more of the programs under the CAAA include auto body shops, dry cleaners, furniture manufacturing and repair facilities, gasoline service stations and print shops. Small businesses are affected by regulations to control three types of air pollution: primary pollutants (ozone, carbon monoxide, particulate matter, volatile organic compounds, nitrogen dioxide, sulfur dioxide and lead), air toxic pollutants (chemical pollutants that are known to cause or are suspected of causing cancer and other serious health effects), and stratospheric ozone depleters (chlorofluorocarbons and hydrochlorofluorocarbons).

The Small Business Technical Assistance Program (SBTAP) was established by the New Hampshire Department of Environmental Services in 1992 to provide small business owners and operators free assistance in understanding and complying with environmental regulations. This non-regulatory program provides confidential information about regulatory requirements and practical, cost-effective technical assistance to encourage compliance with environmental regulations and suggest pollution prevention opportunities.

The SBTAP provides assistance to small businesses that meet the following criteria.

- Have less than 100 employees
- Are independently owned
- Are not a major source of air pollution
- Emit less than 50 tons per year of any air pollutant
- Emit less than 75 tons per year of all air pollutants
- Are not dominant in their field



The SBTAP has three main components:

1. The **Small Business Technical Assistance Program** provides the following services alone and in partnership with other assistance programs.
  - Inform businesses of all applicable environmental requirements.
  - Help small businesses deal with specific technical, administrative and compliance problems.

- Disseminate up-to-date information about environmental rules to the small business community, including easy-to-understand public information materials.
  - Provide pollution prevention information and assistance to reduce the amount of air emissions and other wastes created by a small business.
  - Provide on-site evaluations of company work practices, monitoring procedures and record-keeping to determine effectiveness in complying with applicable clean air requirements.
2. The **Small Business Ombudsman** acts as the small business community's representative in matters that affect it under the CAAA. Other responsibilities include evaluating the effects of the CAAA on state and local economies and on small businesses in general. The Ombudsman also provides comments and recommendations to the U.S. Environmental Protection Agency and the N.H. Department of Environmental Services regarding the development and implementation of regulations that impact small businesses.
- Represent the interests of small businesses in legislative and regulatory development.
  - Facilitate the resolution of complaints and disagreements between business owners and DES in a mutually beneficial manner.
  - Develop and facilitate education and outreach programs on specific regulatory compliance issues.
3. The **Compliance Advisory Panel** oversees the small business assistance program and the ombudsman, making recommendations for improvements and determining the overall effectiveness of the SBTAP.
- Provide advisory services and feedback to help facilitate the clarity, consistency and applicability of the SBTAP services.
  - Assist with the ongoing assessment of SBTAP effectiveness and the preparation of annual reports.
  - Provide advisory services in the development of laws and regulations affecting small businesses.

For assistance in determining compliance with environmental regulations, contact Sara Johnson, NH Small Business Technical Assistance Program, at (603) 271-1379 or [sara.johnson@des.nh.gov](mailto:sara.johnson@des.nh.gov) .