

## Tips For NSTEP Members

### Tips to Improve Performance

#### Air:

- Be aware of your facility emissions capacity threshold.
- Stay within the National Ambient Air Quality Standards (NAAQS) and know the requirements of staying in attainment.
- Conduct regularly scheduled maintenance of air pollution control systems.
- Conduct regular tune-ups of fuel burning equipment.
- Conduct annual inventory of chemical usage to identify reduction opportunities.
- Utilize non-toxic chemicals as substitutes.
- *If your facility uses raw materials and additives containing chromium, mercury, or lead:*
  - ◊ Dispose and replace with non-hazardous biocide alternatives, if available.
  - ◊ Train all employees to properly handle any hazardous materials that cannot be substituted accordingly.
- Reduce the amount of products of incomplete combustion (PICs), a component of particulate matter (PM), being emitted into the air.
- Cover containers of solvents to reduce evaporation.
- Perform regular facility tours to identify particulate and other emission sources.
- Reduce supply chain-related emissions when applicable.

**For additional information on air-related topics, please visit E&E's website at <https://www.adeq.state.ar.us/air/>.**

#### Energy:

- Institute an energy policy.
  - ◊ Outline objectives, establish accountability, and ensure continual improvement.
- Conduct energy audits in all departments to determine areas in which your facility can improve its energy usage.
- Implement forms of lower-emissions energy and products.
- Grab the "low-hanging fruit," short-term investments and improvements that can help businesses save money and energy.
- Tune boilers – Check their insulation and the potential for waste heat recovery.
- If your facility uses steam:
  - ◊ Typically, approximately 10% of a given facility steam traps fail. Maintain steam traps and implement a system to identify non-performing steam traps.
- Utilize small-scale waste-oil micro-refinery units to recycle used oil and transform the product into diesel fuel.

**For additional information on energy-related topics, please visit E&E's website at <https://www.adeq.state.ar.us/energy/>.**

## Tips For NSTEP Members

### Tips to Improve Performance

#### Non-Hazardous Waste:

- Monitor your facility compliance with all waste disposal procedures conducted at the site.
- Document all of your facility waste streams and record quantities generated per month.
- Provide a sufficient number of waste or recycling receptacles in your facility.
- Switch over to digital record-keeping or email-only communication for employees.
- Have your septic system inspected and pumped once every three (3) to five (5) years so that it operates properly.

For additional information on non-hazardous waste-related topics, please visit E&E's website at <https://www.adeq.state.ar.us/sw/>.

#### Hazardous Waste:

- Ensure that you are always correctly identifying and disposing of hazardous waste. This is a common regulatory violation among permitted Arkansas facilities.
- Document all of your facility waste streams and record quantities generated per month.
- Consider signing up for the Hazardous Waste Generator listserv to receive information from DEQ by visiting the following webpage: <https://www.adeq.state.ar.us/poa/pi/emaillists.aspx?#Land>.
- Designate specific areas on-site as hazardous waste collection areas.
- Please Ensure that all containers and tanks containing hazardous waste are properly labeled according to Arkansas Pollution Control and Ecology Commission (APC&EC) Rule 23 standards, and when shipped off-site, sent to a RCRA permitted facility.
- Manage certain hazardous wastes (HW) as universal wastes (UWs).
  - ◊ This can include batteries, pesticides, mercury-containing equipment, lamps, and aerosol cans.
  - ◊ UW have less stringent management and regulatory requirements in comparison to hazardous wastes.
  - ◊ DO NOT BREAK UNIVERSAL WASTE ITEMS: Any broken items are no longer considered universal waste, and must be categorized and disposed of as hazardous waste.
- Look into utilizing alternative materials, such as Safer Choice products, that are less hazardous. Examples of Safer Choice products can be found by visiting EPA's website at <https://www.epa.gov/saferchoice/products>.
  - ◊ Alter your processes to work toward eliminating hazardous materials in their entirety.
- Create "Episodic Event" (Defined in APC & EC Rule No. 23) trainings to practice employee readiness for uncommon environmental, health, and safety hazards.

For additional information on hazardous waste-related topics, please visit E&E's website at <https://www.adeq.state.ar.us/hazwaste/>.

## Tips For NSTEP Members

### Tips to Improve Performance

#### Water:

- Train employees on Best Management Practices (BMPs) for material storage, spill prevention, and response.
- Develop a water management plan and educate all employees; ensure that all bathroom fixtures and any pipes are regularly examined for leaks and repairs.
- Limit your use of fertilizers and pesticides, or replace these with less toxic alternatives.
- Identify any nearby water sources or watersheds that could potentially be impacted by your facility activities, and coordinate activities to maintain the health of these waters.
- Eliminate the discharge of soaps and other chemicals that may drain from driveways, parking lots, and roofs into storm water drainage systems.
- Consider using low impact development practices such as rain gardens or bioswales to reduce storm water runoff, and improve overall aesthetics, especially in highly paved areas such as parking lots.

For additional information on water-related topics, please visit E&E's website at <https://www.adeg.state.ar.us/water/>.

#### Miscellaneous:

- Host annual compliance and sustainability trainings for your facility employees.
  - ◊ Consider increased frequency of trainings as well.
- Create a strict and concise schedule to routinely manage all inventory at your facility.
  - ◊ You could also implement this strategy to address equipment maintenance days.
- Incentivise carpooling, biking, or public transportation use.
- Apply mulch, maintain top soil, and aerate soil to design a landscape that revitalizes the quality of soil content and water infiltration rates.
- Revegetate bare soil to assist in preventing erosion.
- Identify current sustainability initiatives and future goals.
- Consistently revise internal processes to ensure resources are used in the most efficient manner possible.
- Stay prepared for regulatory inspections.
  - ◊ Keep all records up to date.
  - ◊ Invest in technology and material updates.
  - ◊ Create written standard operating procedures (SOPs) to ensure consistency throughout all departments and staff.
- Implement general facility standards, which document or demonstrate:
  - ◊ Maintenance and operation of a facility.
  - ◊ Required equipment.
  - ◊ Testing and maintenance of equipment.

## Tips For NSTEP Members

### Tips to Improve Performance

#### Miscellaneous: (Continued)



- ◊ Access to communication or alarm system.
- ◊ Required aisle space.
- ◊ Coordination with local authorities.
- Develop an Environmental Management System (EMS), such as ISO 14001, to help identify aspects of your business that could reduce your environmental impact.
- Regularly inspect material containers for any leaks, chemical/oil spills, and replace as needed.
- Storing all materials indoors can avoid unwanted spills or leaks.
  - ◊ If you're unable to do so, ensure that materials stored outdoors are covered and elevated, to utilize secondary containment units. Try to store these as far as possible from storm drain inlets.
- Create and keep a labeled and updated spill kit near high-risk areas.
- Immediately report any spills to E&E.
  - ◊ If it's an emergency, contact the Arkansas Division of Emergency Management (ADEM), at [1.800.322.4012](tel:18003224012).
- ALWAYS call 811 before you dig to prevent service interruptions, environmental damage, and health effects.
- Stay on top of any changes to regulations that may apply to your practice, as these are consistently evolving.

If you are unsure what state and federal environmental regulations your facility may be subject to, please contact Enterprise Services' Business Liaison, Vanessa Kohrs for assistance, at [501.682.0946](tel:5016820946) or email [vanessa.kohrs@arkansas.gov](mailto:vanessa.kohrs@arkansas.gov).
- Streamline any and all compliance deadlines. Keep an up-to-date calendar to assist you in meeting all deadlines.
- Don't stop at compliance. Continually assess risks and subsequently mitigate these issues to go beyond compliance.
- Periodically review the effectiveness of your facility's EHS policies, programs, and procedures.
- Be active stewards in your community.
  - ◊ Operate or assist with educational programs within your community.
  - ◊ Create scholarships for local students.
  - ◊ Host or participate in various community events.
- Ensure your staff has access to adequate ventilation, eye and body protection, and appropriate cleansing equipment in the event of exposure.
- Utilize products such as 3D imaging to inspect the inside of oil wells to make more informed decisions about safe and efficient extraction.

#### FOR ADDITIONAL INFORMATION

Visit E&E's website: <https://ee.arkansas.gov> or contact Dalton Barnum, NSTEP Coordinator, at 501.682.0648 or [dalton.barnum@arkansas.gov](mailto:dalton.barnum@arkansas.gov)