

CALIFORNIA ENVIRONMENTAL COMPLIANCE MANUAL

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CHAMBER of
COMMERCE

Editor

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Environmental Library

New Format - New Value

- Formerly six separate volumes — now streamlined into three easy-to-use manuals.
- Designed to be more frequently updated.
- Designed to coordinate with the *California RegWatch* newsletter.
- New *California Environmental Agency Directory* will provide needed information on which local community agency administers and enforces each regulatory program.

California Environmental Compliance Manual

- The *California Environmental Compliance Manual* has been fully updated to include legislation and regulatory change through early 1996.
- The *Manual* has been revised to incorporate two other important environmental compliance publications: *Community Right-to-Know* and *Proposition 65*. All necessary compliance information from these two popular handbooks is at your fingertips in the *Manual*. Three compliance manuals rolled into one — an extraordinary value.
- The *Manual* uses new compliance tools: the List of Lists and the California Chamber *California Environmental Agency Directory* to determine which regulations apply and what agency regulates in a given community.
- The *Manual* will be updated annually — an essential need given the pace of changing environmental requirements. Use *California RegWatch* for monthly updates and the *Manual* for annual revisions.

◆ Subject Matter Changes

- Status of the Certified Unified Program Agency (CUPA) program which will significantly change environmental enforcement jurisdiction. Coupled with the NEW *California Environmental Agency Directory*, subscribers will have instant information on the status of CUPA and the agencies that have applied to be CUPAs in their communities.
- The inclusion of community right-to-know compliance information, formerly a separate volume, is complete with examples of new forms and formats for business plans and chemical inventories which will be used beginning in 1996, along with step-by-step instructions on business plan preparation.



- The new Proposition 65 information now includes compliance advice including a new step-by-step guide to Proposition 65 compliance along with up-to-date examples of warnings that meet new legal requirements.
- The remainder of the **Manual** is completely updated including changes in the hazardous waste laws to allow longer storage time for small quantity generators, more self-transportation of hazardous waste, and other important changes enacted through 1995 legislation. Other chapters, including air pollution, cover new regulatory program such as Title V federal operating permitting which will be implemented by California air districts beginning in 1996.

California Environmental Agency Directory

An essential guide to the agencies that administer and enforce environmental programs in a given community. Due to California's unique system of delegation of state authority to local cities and counties and regional agencies for implementation of environmental laws, facilities must know the local regulators. As the state implements the Certified Unified Program Agency (CUPA), major changes in county agency administration will occur. The **Directory** will help users follow those developments. Lists federal, state and local agencies and contacts for eight separate environmental programs.

Environmental Organizer

- The popular **Environmental Organizer** has been updated to reflect changes in environmental program recordkeeping requirements and the revisions of the **Environmental Library**.
- The 1996 edition provides a means of organizing and maintaining **California RegWatch** monthly newsletter and the **California Environmental Agency Directory** information.
- As always, the **Environmental Organizer** is a self-audit tool because it identifies what environmental records and reports a facility must prepare and maintain.

Hazardous Waste Management Manual

- Completely redesigned: it's now two publications in one. The **Hazardous Waste Management Supplement**, which contains simple fill-in-the-blank forms that meet complicated but important regulatory requirements, has been incorporated into the **Hazardous Waste Management Manual**.
- The **Manual** has been revised and streamlined to improve explanation of compliance requirements and reference to important regulatory provisions. Forms and references are where you need them — not in appendices at the end of the **Manual**.



◆ Subject Matter Changes

In addition to chapter-by-chapter updates, the *Hazardous Waste Management Manual* has been substantially revised and redesigned to fully incorporate the *Hazardous Waste Management Supplement*. The *Supplement* contains extremely useful standard forms which simplify compliance with complicate hazardous waste regulatory requirements. The *Hazardous Waste Management Manual* includes information on classification of generators which, beginning in 1996, will be an important issue for California facilities as the state begins to adopt federal rules that are in part based on the volume of hazardous wastes generated by conditionally exempt small quantity generators, small quantity generators and large quantity generators.

California Regwatch

A monthly newsletter to alert you to new environmental and Cal/OSHA regulations. It's your early warning system with concise news about proposed and enacted regulations. *California Regwatch* is coordinated with the *California Environmental Library*, seminars and compliance aids to help subscribers to know and meet compliance obligations efficiently.



Cal/OSHA Kit

Cal/OSHA Handbook

The *Cal/OSHA Handbook* is written for businesspeople who aren't safety experts. It tells how to find the regulations which apply to your firm. Then it gives step-by-step instructions to satisfy the regulations that apply to every firm, and also the most costly rules that apply to most industries. Know what to do when the inspector arrives, your rights, when to appeal a citation and how to do it.

SB 198 Handbook

SB 198 requires every employer to have a formal, written injury and illness prevention program. The *SB 198 Handbook* was written with the premise that most employers can comply on a do-it-yourself basis. It contains legal requirements, sample plans to follow for various industries, fill-in-the-blank forms and step-by-step instructions.

Hazard Communication Handbook

Hazard communication standards apply to every firm where employees may be exposed to chemicals. Generally, if you receive an MSDS (Material Safety Data Sheet) from a supplier for a product used in your facility, then you need a hazard communication program. The *Hazard Communication Handbook* gives clear guidelines on how to write your own program.

Cal/OSHA Organizer

The *Organizer* is a guide for the safety novice to comply with Cal/OSHA. Follow the steps in the *Organizer* and compile the necessary compliance documentation. It refers to sections in the three companion handbooks where you'll get clear, detailed instructions on what you need to do, and cookbook-like steps on how to do it. Then file your safety programs and records right in the *Organizer*.



Cal/OSHA Tools

Cal/OSHA: Beyond the Basics

This new book covers the hottest and newest Cal/OSHA regulations: bloodborne pathogens • process safety management • lead • HAZWOPER • asbestos • confined spaces • cadmium • formaldehyde • respiratory protection. Includes overview of the latest trends and developments and what they really mean to employers. A step-by-step guide on how to comply with many new regulations, complete with sample plans and procedures. Get a preview of draft regulations with a major impact on your business: tuberculosis • ergonomics • smoking in the workplace • Federal OSHA reform • SB 198 changes.

Cal/OSHA Update Service

Our quarterly *Update Service* helps you keep in compliance with that steady stream of Cal/OSHA regulations. Like the original handbook, the update chapters for your *Cal/OSHA: Beyond the Basics* handbook will contain comprehensive and easy-to-follow instructions. Comes with quarterly newsletter that you can review to learn about the new Cal/OSHA standards that apply to your business.

SB 198 Software

The California Chamber's *SB 198 Software* is made to be used with our *SB 198 Handbook*. It helps you write your SB 198 program and much more. The software is an ongoing recordkeeping system that will save you tremendous amounts of time. Organizes your records of training, accidents and injuries. Allows you to "batch" in updates instead of making single, time-consuming entries. Reminds you to do inspections and training. (IBM PC-AT compatible — *not* XT; 3.5" or 5.25" diskette)

SB 198 Video Safety Set

Two-tape set makes it easy for you to initially train employees and managers about your injury/illness prevention program then review important information annually. One video lets your employees know safety is their responsibility and very important to your company. It offers commonsense instruction about safe work procedures (12 minutes). The second video tells your supervisors and managers how other companies are making their safety programs work and emphasizes the importance of training, hazard identification and inspections (16 minutes). Employee training video also available in Spanish.

Hazard Communication Training

Comply with Cal/OSHA's second most-cited regulation — hazard communication. This standard requires that the employer have a written hazard communication plan, identify and label all chemicals and train employees by communicating information on Material Safety Data Sheets (MSDSs). This video emphasizes proper procedures to store and handle chemicals, reading an MSDS, and maintaining a workplace free from chemical hazards (13 minutes).



Safety Training Video Series

A complete video safety training program at an incredibly low price. You get 12 separate training sessions, each with a quality 8-17 minute video. A quiz at the end of each video keeps employees involved, increases retention and documents your training for Cal/OSHA. Videos will open discussion to unique safety issues at your company. The helpful leader's guide makes your role as safety instructor easy. The program comes on two cassettes, each with six training sessions: Cassette #1, ***Safety for All Employers***, covers the most important safety topics common to every business: reporting to work 1 back injury prevention 1 office safety 1 fire prevention 1 ergonomics 1 bloodborne pathogens. Cassette #2, ***Safety for Industrial Employers***, is for the more industrial workplaces with machinery and chemicals: personal protective equipment 1 electrical safety 1 flammables/combustibles 1 machine guarding — lockout/tagout 1 material handling equipment 1 the environment.



What's New In This Edition

Chapter 1

The use of the Chemical Cross Index "List of Lists" is explained in more detail in view of the growing importance of this list as an environmental regulation applicability screening tool. Also, the *California Environmental Agency Directory* is introduced for the first time in the 1996 edition.

Chapter 2

Information on federal and state environmental agencies is consolidated in this chapter along with an expanded mini-directory of key contacts within each agency. In addition, the Certified Unified Program Agency (CUPA) program, which will significantly change environmental enforcement jurisdiction is described in detail. This information can be used with the *NEW California Environmental Agency Directory* available from the California Chamber for instant information on the status of CUPA and the agencies that have applied to be CUPAs in a user's community.

Chapter 4

This chapter has been substantially expanded to include community right-to-know compliance information formerly contained in a separate volume, *Community Right-to-Know*. This information is complete and up-to-date with examples of new forms and formats for business plans and chemical inventories that will be used beginning in 1996 along with step-by-step instructions on business plan preparation.

Chapter 5

The most significant emerging regulatory program of the 1990 Clean Air Act Title V permitting is covered in more detail as air pollution control and management districts unveil their implementation rules for this new federal requirement. More information on new source performance standards and hazardous air pollutant standards is provided as these programs expand.

Chapter 8

There have been a myriad of changes in hazardous waste management requirements due to implementation of legislation enacted since 1993. Major changes include relaxation of storage time limitations for small quantity generators to 180 days allowance for consolidation of substantial quantities of non-RCRA hazardous waste from remote sites to principal locations for waste management. Other changes include repeal of permit requirements for extremely hazardous waste disposal, storage of large volumes of liquid hazardous wastes in containers or tanks, and new tiered permit exclusions.



Chapter 9

Significant changes in medical and infectious waste management practices are described in Chapter 9 revisions including the requirement to use registered hazardous waste haulers and more rigorous packaging and on-site management requirements. Due to a problem in 1995 legislation (one bill cancelled a portion of another), some of these changes will not take effect until 1996 cleanup legislation is enacted.

Chapter 11

This chapter has been substantially expanded to cover information from ***Proposition 65 Compliance*** including compliance advice and a step-by-step guide to Proposition 65 compliance with up-to-date examples of warnings that meet new legal requirements.

Chapter 12

The area of regulation of products activities and practices frequently changes based on new laws and regulations. In response, revisions of the chapter in the 1996 edition include an expanded list of regulated consumer products with respect to VOC content, changes in the Registered Environmental Assessor program to include the Class Two Private Site Manager, and revisions in the environmental misrepresentation statute.



About the Author

James T. Dufour, author and editor of the California Chamber's **Environmental Compliance Library**, as well as the workplace safety and Cal/OSHA compliance guides, is an environmental attorney, certified industrial hygienist and registered environmental assessor. He provides highly regarded professional services through his Sacramento-based environmental, OSHA, labor and government relations law practice (Office of James T. Dufour, Attorney and Counselor at Law). The firm provides services to businesses and association clients in Cal/OSHA compliance and citation appeals, as well as virtually all other areas of environmental and hazardous materials laws and regulations.

Dufour has more than 25 years of experience in government and chemical industry regulatory compliance and consulting in the areas of environmental, OSHA, labor law and government relations. He has served as the California Chamber's special counsel for occupational safety and health and hazardous materials. Dufour holds a B.S. and M.S. in public health from the University of Michigan and J.D. in labor and administrative law from the University of Tennessee.

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Calls concerning interpretations and/or questions about this publication are welcome.



Assistance

Have a Question?

Call the California Chamber's **HELPLINE** at (916) 444-6670. The **HELPLINE** is staffed by experts in labor law and Cal/OSHA and environmental compliance. We're here to help you comply with our state's complex regulations with the least time and cost.

Is there any charge for answering my question?

No. The **HELPLINE** is one of several free services for members of the California Chamber.

What if my company is not currently a member of the California Chamber?

Please call us once anyway. Tell us you just bought a book and have a question. We appreciate your business and we would be happy to answer your question. And, you'll experience first-hand the tremendous value of this membership service. It's just one of the reasons thousands of businesses — large and small — all across California invest in membership in the California Chamber.

When you join the California Chamber you will receive a toll-free 800 telephone number and a brochure introducing you to the **HELPLINE** consultants. Members also save 25 percent on all publications, seminars, videos and software.

You will be asked for your membership number when calling the **HELPLINE**. Your member number is printed above your name on the invoice, or above your mailing label on **Alert**. Interested in membership? Call 1-800-772-2399.

Write your membership number here: _____

HELPLINE assistance provides an explanation and clarification of laws and regulations confronting business (not legal advice for specific situations).



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