

The Right Plan from the Get-go.

Whether you are starting a new business or purchasing an existing business, preparing a sound business plan is one of the most important steps you will take.

Now is the time to consider "going green" by incorporating sustainable practices into your business plan. Smart management of your environmental issues not only reduces your regulatory risks, it can help you become more efficient, reduce operating costs, and improve your profitability. Don't let government regulations prescribe the way you manage your business – save money and protect yourself from the regulators in the long run by going beyond the mere compliance requirements of today.

Good business planning must include careful consideration of current and future environmental costs and regulatory liabilities. Environmental issues should be included in operations and management planning, as well as during the process of identifying applicable licenses and permits.

Manufacturers, builders, retailers, and professional service businesses across the country are using environmental management strategies to reduce waste production and energy use, prevent pollution, protect worker health and safety, and save money on raw material purchases, waste disposal costs, electric bills, and permit fees.

Help is available to you by contacting the Pennsylvania Small Business Development Centers' Environmental Management Program (EMAP).

The Pennsylvania Small Business Development Centers are a network of eighteen college and university-based centers dedicated to helping Pennsylvania entrepreneurs start and grow their businesses. The Environmental Management Assistance Program of the Pennsylvania SBDCs is a partnership funded, in part, by the Commonwealth of Pennsylvania, Departments of Community and Economic Development and Environmental Protection, the U.S. Small Business Administration and the participating colleges and universities. All programs and services are provided on a non-discriminatory basis. SBA cannot endorse any products, opinions, or services of any external parties or activities.



Regardless of the type of business you're starting or where in Pennsylvania you are located, the **Pennsylvania Small Business Development Centers' Environmental Management Assistance Program (EMAP)** is a **no-cost, strictly confidential resource** available to assist you with managing your environmental liabilities. Using strategies such as waste minimization, energy efficiency, and pollution prevention, EMAP can help you not only meet your compliance requirements but also improve your profitability.

EMAP's environmental professionals perform on-site consultations to assist businesses with:

- Energy efficiency
- Environmental regulatory requirements
- New energy and environmental technology development
- Waste minimization and pollution prevention
- Health and safety requirements
- Finding sources of financing for environmental upgrades
- Permit applications, forms, and plans
- Environmental management strategies
- Strategies for "greening" your business

There are 4 ways to ask EMAP:

1. Call our toll-free hotline: 877-ask-emap
2. Email us: questions@askemap.org
3. Visit our website: www.askemap.org
4. Contact your local Small Business Development Center. Visit www.pasbdc.org/where to find the SBDC nearest you.

Sign up for EMAP's quarterly newsletter, **The First Stop**, to receive important environmental news that could impact your small business. Call us or visit www.askemap.org and click on "Publications" to register online.



The Wharton School, University of Pennsylvania • Vance Hall, 4th Floor
3733 Spruce Street, Philadelphia, PA 19104 • 215-898-1219 • www.pasbdc.org

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Point Your New Business
in the Right Direction.



Environmental Considerations for New Businesses.



Small Business Development Centers
Helping businesses start, grow, and prosper.



Starting a New Business?

Property & Construction

- ❑ Are you aware of past uses for the property?
- ❑ Has an environmental site assessment been performed?
- ❑ Have you investigated local zoning codes?
- ❑ Will soil erosion and sedimentation controls be in place during construction?
- ❑ Does your building include energy efficient building design techniques (e.g. lighting, HVAC, process equipment, boilers)?
- ❑ Have you considered incorporating LEED construction standards?

Hazardous Materials & Emergency Planning

- ❑ Will hazardous substances and/or bulk compressed gases be used, manufactured, or held in storage?
- ❑ Is the local fire department/emergency planning commission aware of chemical and explosive hazards at your facility?
- ❑ Will you need a Risk Management Plan?

Air Emissions

- ❑ Will there be uncontrolled air emissions or emissions from stacks and vents? For example, painting produces emissions whether vented or not.
- ❑ Have you calculated your anticipated emissions to determine if pre-construction approval and/or an operating permit will be needed?
- ❑ Will boilers, generators, or fuel consumption equipment need to be registered?
- ❑ Will odors be emitted from the activities conducted in your building?

Energy Conservation

- ❑ Have you evaluated the efficiency of your lighting, office equipment, building insulation, HVAC, motors, boilers, and process equipment?
- ❑ Are you aware of the free energy efficiency services available to you through EMAP?

When creating your business plan, consider whether the product or service you provide will have an impact on the environment. Where there are impacts, there are usually regulations and permitting requirements. Be sure to consider this when determining the licenses, permits, and registrations necessary to open your business.

The following is not an exhaustive list, but it is a starting point to help you begin your business on the right track. Since requirements vary by location and business activity, you should seek additional assistance during the planning process. Contact the Pennsylvania SBDC Environmental Management Assistance Program (EMAP) for more information.

Water Issues

- ❑ Will the facility provide drinking water for customers or employees from a well?
- ❑ Will wastewater be discharged to the sanitary sewer or other waterways?
- ❑ Will wastewater need to be pre-treated prior to discharge?
- ❑ Will a discharge permit be required?
- ❑ Will storm water exposed to industrial activity be discharged from your facility?

Occupational Safety and Health

- ❑ Will you have employees? Have you researched applicable employee health and safety requirements?

Storage Tanks

- ❑ Will there be storage tanks on-site that need to be registered?
- ❑ Are tank technical requirements satisfied? Do the tanks have a form of secondary containment?

Wastes

- ❑ Have you determined if hazardous waste will be generated? If yes, will you need an EPA Identification Number?
- ❑ Have you determined how much hazardous waste will be generated each month and determined your generator status?
- ❑ Will wastes be stored on-site? Is there proper containment in the event of a leak or spill?
- ❑ Will non-hazardous industrial wastes be generated?
- ❑ How will wastes be transported for disposal?
- ❑ Does your municipality require waste recycling?
- ❑ Are you aware that federal law requires that businesses recycle fluorescent bulbs?
- ❑ Have you planned for the recycling/disposal of electronic waste (i.e. computers, monitors, etc.)?

Purchasing an Existing Business?

Do your homework and know what you're buying. Many environmental laws hold current landowners responsible for all environmental contamination of a property – even if due to the activities of previous owners.

Consider:

- ❑ What is the environmental history of the existing business? Has it been cited for non-compliance?
- ❑ Why is the owner selling? Are there new or more stringent environmental regulatory requirements impacting the business now or in the foreseeable future?
- ❑ What is the current environmental status of the property and buildings? Is there high potential for contamination?
- ❑ If purchasing or renovating buildings, have you surveyed for asbestos?
- ❑ Are there, or have there ever been, any above ground or underground storage tanks for oil, fuels, or chemicals on the property?
- ❑ Are you aware of Pennsylvania's land recycling program for contaminated properties?

EMAP can help you identify areas of concern and, if necessary, provide referrals for environmental contractors qualified to conduct site assessments and soil testing.

Disclaimer: The information in this brochure is provided as general information and is not provided nor intended to act as a substitute for legal advice or other professional services.

Be wary of that "great deal" on used equipment – it might not meet today's regulatory requirements or it may be so inefficient that it is not the best deal in the long run.

877-ask-emap • www.askemap.org • questions@askemap.org