



# Small Business Stationary Source Assistance Program



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## *Purpose*

The purpose of this document is to provide a framework for the Monterey Bay Air Resources District (MBARD) to provide small business assistance in accordance with Health and Safety Code §42323. This plan also covers when MBARD provides assistance to businesses for compliance with the federal asbestos National Emissions Standard for Hazardous Air Pollutants (NESHAP). MBARD's goal for this program is to educate the business community and ensure compliance with federal, state, and local air quality regulations.

## *Program Components*

This section describes the main program components. MBARD staff in Engineering and Compliance are available to respond to phone calls and emails received by small businesses and provide assistance during normal business hours, Monday – Friday, 8am – 5pm. A core value of both Engineering and Compliance is educating sources regarding federal, state, and local rules and regulations and how these rules relate to permit conditions.

## *Small Business Stationary Sources*

Per Health and Safety Code §42323, a small business stationary source meets all of the following requirements:

- The source is owned or operated by a person who employs 100 or fewer individuals.
- The source is a small business as defined under the federal Small Business Act (15 U.S.C. Sec. 631, et seq.).
- The source emits less than 10 tons per year of any single pollutant and less than 20 tons per year of all pollutants.

## *Goal*



*Educating the business community to ensure compliance with federal, state, and local air quality regulations.*



In accordance with Health and Safety Code §42323(b), MBARD shall establish a program with the following elements:

- Standardized permit application form.
- To the extent it will not adversely affect public health or the environment, consolidate the authority to construct and permit to operate process.
- Expedited variance procedures and technical assistance for processing of variances.
- Designation of single person or office to serve as initial access to Air District.

### *Program Implementation*

This section describes the methods MBARD will employ to continue to enhance our assistance to small businesses.

#### Permit Application Form

MBARD posts the permit application forms including a fee sheet and supplemental forms on our website.

#### Variance Procedures

MBARD has had very few variance proceedings in the past five years and none of the hearings have been related to small business stationary sources. MBARD staff are available to provide assistance in the event a small business needs to process a variance.

#### Initial Access to Air District

The most common form of communication from small businesses is phone calls. MBARD's front desk staff are typically the first point of contact to receive calls from small business stationary sources. The front desk staff will transfer calls to the appropriate staff depending upon the content of the calls. For example, Engineering staff will receive calls to address questions regarding permitting or if the caller requesting information about a program such as asbestos, the front desk will transfer the call to the appropriate staff in Compliance.

#### Business Assistance Communication

MBARD will develop a dedicated page on our website with contact and technical information to assist small businesses. MBARD has also established email lists that can be used by small business stationary sources to receive information such as rule updates from MBARD.

#### Interagency Coordination

MBARD will continue to reach out to local to cities and counties to provide educational materials on our requirements to ensure their applicants comply with air quality regulations.

California Government Code 65850.2(c) mandates that no city or county agency shall issue a certificate of occupancy final certificate of occupancy or its substantial equivalent unless the local air pollution control district requirements are met.



### Trade Association Coordination

MBARD will update and/or create outreach materials to provide to trade associations to assist with sharing information regarding air quality regulations and permit requirements.

### Outreach and Events

MBARD staff participate in several outreach events each year. At these events, MBARD brochures regarding topics such as permitting requirements are available. MBARD staff also participate and present each year at the Monterey County Environmental Compliance workshop. These events provide information and contacts for small business stationary sources to receive assistance from MBARD staff.

### Staff Time

MBARD uses a timesheet activity code called “compliance assistance” for staff to record time spent providing assistance to callers or emails regarding issues such as permit requirements, gas station testing requirements, or asbestos from renovation or demolition activities. A separate budget has not been established solely for small business stationary source assistance.

### Website

MBARD created web pages to help permit applicants have access to our standardized permit application forms along with equipment specific permit information. This information is on our website here: <https://www.mbard.org/authority-to-construct-permit-to-operate>.